

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: 08/29/2019

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: Westchester County Dept. of Community Mental Health

b. Employer/Taxpayer Identification Number (EIN/TIN): 13-6007353

	c. Organizational DUNS:	072705213	PLUS 4	1111
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d. Address

Street 1: 112 East Post Road, 2nd Floor

Street 2:

City: White Plains

County: Westchester

State: New York

Country: United States

Zip / Postal Code: 10601

e. Organizational Unit (optional)

Department Name: Community Mental Health

Division Name:

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

Prefix: Ms.

First Name: Annette

Middle Name:

Last Name: Peters-Ruvolo

Suffix: LCSW

Title: Program Director - Community Support Services

Organizational Affiliation: Westchester County Dept. of Community Mental Health

Telephone Number: (914) 995-5278

Applicant: Westchester County Department of Community Mental Health

072705213-1111

Project: Westchester CoC Planning Project

175912

Extension:

Fax Number: (914) 995-6220

Email: apr5@westchestergov.com

1C. SF-424 Application Details

9. Type of Applicant: B. County Government

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

11. Catalog of Federal Domestic Assistance Title: CoC Program

CFDA Number: 14.267

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

15. Descriptive Title of Applicant's Project: Westchester CoC Planning Project

16. Congressional District(s):

a. Applicant: NY-016, NY-017, NY-018
b. Project: NY-017
(for multiple selections hold CTRL+Key)

17. Proposed Project

a. Start Date: 06/01/2020
b. End Date: 05/31/2021

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: Mr.

First Name: Michael

Middle Name:

Last Name: Orth

Suffix:

Title: Commissioner

Telephone Number: (914) 995-5225
(Format: 123-456-7890)

Fax Number: (914) 995-5254
(Format: 123-456-7890)

Email: mmo6@westchestergov.com

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

Date Signed: 08/29/2019

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: Westchester County Dept. of Community Mental Health

Prefix: Mr.

First Name: Michael

Middle Name:

Last Name: Orth

Suffix:

Title: Commissioner

Organizational Affiliation: Westchester County Dept. of Community Mental Health

Telephone Number: (914) 995-5225

Extension:

Email: mmo6@westchestergov.com

City: White Plains

County: Westchester

State: New York

Country: United States

Zip/Postal Code: 10601

2. Employer ID Number (EIN): 13-6007353

3. HUD Program: Continuum of Care Program

4. Amount of HUD Assistance Requested/Received: \$192,000

(Requested amounts will be automatically entered within applications)

5. State the name and location (street address, city and state) of the project or activity: Westchester CoC Planning Project 112 East Post Road, 2nd Floor White Plains New York

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
New York State Office of Mental Health 44 Holland Avenue Albany, New York 12229	grant	\$602,562.00	Case Management and Planning staff
New York State Office of Alcoholism and Substance Abuse Services – OASAS 1450 Western Avenue, Albany, NY 12203	grant	\$75,725.00	Case Management staff
Westchester County 112 East Post Road, White Plains NY 10601	grant	\$181,483.00	Case Management staff
New York State Department of Health Corning Tower Building Empire State Plaza Albany, NY 12237	grant	\$131,433.00	Case Management staff
Department of Veterans Affairs Hudson Valley Health Care System 2090 Albany Post Road Montrose NY 10548	client-based services	\$202,336.00	Case Management, Care Coordination, Mental Health, and Medical services

Part III Interested Parties

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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 (%)
The Guidance Center of Westchester	131839684	Permanent Supportive Housing provider	\$786,018.00	8%
Human Development Services of Westchester	133008872	Permanent Supportive Housing provider	\$3,262,350.00	33%
Lexington Center for Recovery	133131438	Permanent Supportive Housing provider	\$1,908,025.00	20%
Lifting Up Westchester	133121606	Permanent Supportive Housing provider	\$723,512.00	7%
see Other Attachments page for additional agencies				

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: Michael Orth, Commissioner

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

Date Signed: 08/29/2019

1H. HUD 50070

HUD 50070 Certification for a Drug Free Workplace

Applicant Name: Westchester County Dept. of Community Mental Health

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: Mr.

First Name: Michael

Middle Name

Last Name: Orth

Suffix:

Title: Commissioner

Telephone Number: (914) 995-5225
(Format: 123-456-7890)

Fax Number: (914) 995-5254
(Format: 123-456-7890)

Email: mmo6@westchestergov.com

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

Date Signed: 08/29/2019

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: Westchester County Dept. of Community Mental Health

Name / Title of Authorized Official: Michael Orth, Commissioner

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

Date Signed: 08/29/2019

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: Westchester County Dept. of Community Mental Health

Street 1: 112 East Post Road, 2nd Floor

Street 2:

City: White Plains

County: Westchester

State: New York

Country: United States

Zip / Postal Code: 10601

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: Michael

Middle Name:

Last Name: Orth

Suffix:

Title: Commissioner

Telephone Number: (914) 995-5225
(Format: 123-456-7890)

Fax Number: (914) 995-5254
(Format: 123-456-7890)

Email: mmo6@westchestergov.com

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

Date Signed: 08/29/2019

2A. Project Detail

1a. CoC Number and Name: NY-604 - Yonkers, Mount Vernon/Westchester County CoC

1b. Collaborative Applicant Name: Westchester County Dept. of Community Mental Health

2. Project Name: Westchester CoC Planning Project

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 Planning Project has five (5) components:

1. Coordination Activities: Grant funds will be used for the coordination of CoC activities and events including the scheduling and tracking of CoC Board meetings, sub-recipient meetings, general CoC membership meetings, as well as coordination of and participation in other CoC-wide subcommittees, work groups, training events or symposia. Funds may also be used to cover related training event costs such as speakers' fees or materials for training sessions. Activities also include conducting surveys or research pertaining to the effectiveness of such events.

Funds will be used to coordinate agencies involved in the Coordinated Entry system & plan improvements to Coordinated Entry; prepare SysPM for submission to HUD; coordinate CoC implementation of evolving HUD requirements; and coordinate with ESG and Con Plan jurisdictions.

2. Project Evaluation: Grant funds will be used to evaluate CoC processes and outcomes at the project and/or system-wide level and to conduct an annual gaps analysis of the homeless needs and services available within the CoC's geographic area.

3. Project Monitoring Activities: Grant funds will be used for monitoring activities such as conducting site visits, reviewing Annual Performance Reports (APRs) and HMIS data quality, and reviewing the program performance of each of our CoC recipients, CoC sub-recipients and ESG recipients.

4. Developing a CoC System: Grant funds will be used to support activities to increase/enhance partners, linkages, systems integration, resources, community support, sustainability & outcomes, including identifying community partners, attending events and facilitating meetings between CoC Board members/staff and relevant stakeholders. Administrative tasks such as scheduling events and meetings, copying meeting materials, arranging for meeting refreshments, developing & distributing marketing materials and incentives for community and consumer participation in grantee-specific and countywide CoC meetings (bus passes, childcare reimbursement and/or stipends) will be conducted.

5. HUD Compliance Activities: Grant funds will be used for the implementation of the annual Point-In-Time Count including the development of a robust PIT Count strategy. This strategy includes nearly year-round planning and recruitment of volunteers, development of team leaders, collaboration with law enforcement, shelter and outreach staff on the collection of data on where the homeless can be found, establishing relationships with community partners interested in donating time or goods on the night of the count, training and coordinating staff, team leaders and volunteers prior to and on the night of the count, and collecting all necessary materials after the count to report to HUD and the CoC Board, including follow up interventions for those identified. Grant funds will also be used to offer client interview incentives for engagement purposes.

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

Our proposed Coordination, Project Monitoring, and CoC System Development Activities are ongoing activities that will take place each month in Months 1-12. This includes coordination and monitoring of the six recipients of CoC Program funding, all CoC Program sub-recipients, ESG grantees, and other partner agencies that serve the homeless in Westchester County. These activities will be monitored by the WCDCMH-appointed CoC co-chair.

Our Project Evaluation activities will take place in Months 1-12 with a final written process and outcomes evaluation report prepared and distributed to the Board of the Westchester County CoC by the end of Month 12. The evaluation process will be overseen by the Data and Systems subcommittee of our Board. This workgroup will include representation from the Westchester County Departments of Social Services and Community Mental Health, as well as our HMIS Administrator.

Our Point- In-Time Count planning process will take place during the 6 months leading up to the HUD-mandated PIT Count and for 2-3 months afterward. Our planning and implementation process will be guided and managed by an ad-hoc workgroup of the CoC Board. This workgroup will include representation from the Westchester County Departments of Social Services, Community Mental Health, and at least four homeless outreach programs representing our four largest cities: Yonkers, New Rochelle, Mount Vernon, and White Plains.

The two co-chairs of our CoC Board will be responsible for overseeing and managing the process so that each of the program components are implemented successfully and in a timely manner. Progress will be updated monthly at CoC Board meetings.

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

The Project Monitoring activities will continue to improve the CoC's ability to better evaluate the outcomes of both CoC Program-funded and ESG-funded projects. Staff funded by the Planning Grant will continue to conduct on-site monitoring visits to every one of our CoC-funded direct grantee projects in Westchester County and to all ESG recipients with active projects. The CoC will continue to follow up with provider agencies to ensure that any deficiencies noted during the monitoring visits are resolved, including conducting repeat visits and providing technical assistance when necessary to ensure compliance. The CoC System Development funding will enable us to engage new partners, expand our linkages and collaborations, enhance integration of multiple systems, leverage more resources, improve our effectiveness, and build community support, thus enhancing sustainability. It will help us expand our efforts to bring more homeless and formerly homeless consumers into our planning and evaluation process, which will help us achieve our goal of having an open and inclusive process that gives a substantial voice to homeless people. The additional staff resources requested will also enable us to improve coordination with ESG recipients, and to develop better partnerships for ESG Project allocation and evaluation.

The HUD Compliance component will allow us to collect more thorough and

comprehensive needs data on unsheltered homeless people scattered throughout Westchester County's 450 square miles and 43 cities, towns and villages. In recent years, Planning Grant funds have allowed us to coordinate larger and more numerous outreach teams, pairing outreach workers with law enforcement to canvass broader areas. Funds have enabled us to devote time to cultivate partnerships with volunteer agencies and community service organizations so that those found are not merely counted, but also provided with something to eat, clothes and resource information. We also coordinate the information gathered during the count to make attempts to reach out through outreach programs. Funding has been used for staffing to help us develop a solid training curriculum to ensure that enumerators are properly and professionally trained. We have also been able to staff an "operations center" during the count which has made it more effective and efficient in maintaining contact with enumerators, providing a touch down space for teams and ensuring that all information gets collected in a centralized location at the end of the count. The funding requested in this application will enable us to continue the strides we have made in expanding our outreach teams and to execute a much more extensive and thorough effort to find, engage and collect data from unsheltered people throughout Westchester.

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

The Coordination, Monitoring, Gap Analysis, and PIT Count activities are annual activities that will need to be sustained if necessary from local resources and/or CoC administrative funding. The Planning Grant funding requested will help our CoC conduct these activities at the necessary level despite the waves of layoffs and budget cutbacks that often effect our primary recipients. Without Planning Grant funding these mandated activities would be sustained but at a sharply reduced level. We would have much less coordination, monitoring, planning and needs assessment capability than is needed by a CoC of our size and complexity (the largest in New York outside New York City); this would inevitably have a negative impact on the quality and extent of services our CoC can provide to Westchester's homeless.

HUD's investment of Planning Grant support will result in lasting improvements to our system of care. These Planning Grant resources will help us to engage new partners, expand our linkages and collaborations, enhance integration of multiple systems, leverage more resources, improve our effectiveness, and build community support, thus enhancing sustainability. Without Planning Grant funding we would lose these new dedicated staff resources. Our CoC would be sustained but it would not be able to support the rapid growth in size and effectiveness that we have begun to achieve over the last few years.

3A. Governance and Operations

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

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

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

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

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

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
Coordinated Entry Committee	The Coordinated Entry Committee was initially established to design and monitor the development and implementation of our Coordinated Entry System, both from the policy and procedural perspective as well as the technical alignment of our HMIS with the new system. Since the start of the Coordinated Entry System in December 2017, the Committee has shifted its role to one of monitoring the effectiveness of the system, adherence to established policies and developing interventions that will improve outcomes. Initially, these meetings took place nearly weekly; they now occur monthly, with monthly feedback provided at all CoC Board meetings.	Monthly	WC DCMH, WC DSS, Program Design and Development, Westhab, Lifting Up Westchester, FSSY, CHOP, WC Dept of IT, HMIS Administrator Daniel Gore, WestCOP, Yonkers YWCA, VOA, The Sharing Community
Patriot Housing	The role of Patriot Housing is to coordinate services and housing resources to house homeless veterans. By setting 100-day goals, and working together to eliminate barriers to housing, we ensure that we are doing all we can to prevent chronic homelessness among veterans and maintaining a 90-day or less threshold. To date, this initiative has housed over 650 veterans since August 2013.	Weekly	PD&D, WC DCMH, WC DSS, CVR, Westhab, WestCOP, VA Montrose, Lu Caldara (veteran's board), WC Veterans Services Agency, CHOICE, Lifting Up Westchester, HOPE Community Services, The Sharing Community, CHOP, VOA
CERC Meetings	Coordinated Entry Referral Conferences (CERC) transition homeless individuals to suitable housing as quickly as possible, using Coordinated Entry and facilitating countywide networking between outreach workers, shelter staff & housing providers. CERC participants use a by-name list of eligible persons experiencing homelessness with the highest needs and length of time homeless to transition each individual from homelessness to permanent housing. CERC meetings are Co-chaired by our Coordinated Entry Administrator. We have a CERC which handles placements into PSH (meets twice a month), a CERC which handles placements into RRH and TH (meets once a month), and a CERC which handles placements for victims of Domestic Violence.	Weekly	WC DSS, Program Design and Development, WC DCMH, Westhab, Lifting Up Westchester, FSSY, CHOP, WC Dept of IT, HMIS Administrator Daniel Gore, WestCOP, Yonkers YWCA, VOA, The Sharing Community

Housing Success Workgroup	Working in a Housing First milieu can be challenging when housing providers must balance the needs of the individual residents with the (sometimes) fragile relationships they develop with landlords. The focus of the Housing Retention Meeting is to provide a forum for providers to discuss situations and receive support and guidance from MH and SA professionals, their peers, as well as CoC Board members on ways to alleviate these situations and retain the client in housing. Issues can be individual or system-wide in nature. Patterns identified are presented regularly to the CoC Board for review and intervention as appropriate.	Monthly	PD&D, WC DCMH, WC DSS, LUW, TGC, FSSY, CHOP, CHI, Westhab, CVR, The Community Builders, Providence House
Landlord Relations Committee	The LRC helps housing providers engage and maintain relationships with landlords to increase and fortify our housing stock. The committee gives landlords a forum to provide feedback to housing providers and the CoC. The committee encourages information sharing, communication and networking. The LRC also provides ideas and feedback to the CoC Board, including ways to incentivize participation in CoC projects and recognize excellent landlords.	Quarterly	TGC (co-chair), CHOP, WRO, Westhab, WC DCMH, WC DSS, HOPE Community Services, TSC, HDSW, Greyston, FSSY, VA Montrose, MHAW, Westchester Veterans Board, LCR, Municipal Housing Authority - City of Yonkers, LUW, WestCOP

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:	\$48,000
Total Value of In-Kind Commitments:	\$0
Total Value of All Commitments:	\$48,000

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	NYS Office of Men...	07/31/2019	\$40,000
Yes	Cash	Government	Westchester Count...	07/29/2019	\$8,000

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:
(Be as specific as possible and include the office or grant program as applicable) NYS Office of Mental Health & WC DCMH
5. Date of Written Commitment: 07/31/2019
6. Value of Written Commitment: \$40,000

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:
(Be as specific as possible and include the office or grant program as applicable) Westchester County DSS
5. Date of Written Commitment: 07/29/2019
6. Value of Written Commitment: \$8,000

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	CoC requests \$70,000 (0.68 FTE + associated OTPS) to be used for the coordination of CoC activities and events including the scheduling and tracking of CoC Board meetings, sub-recipient meetings, general CoC membership meetings, as well as coordination of and participation in other CoC-wide subcommittees, work groups, training events or symposia. Funds may also be used to cover related training event costs such as speakers' fees or materials for training sessions. Activities also include conducting surveys or research pertaining to the effectiveness of such events. Will be used to coordinate agencies involved in Coordinated Entry system & plan improvements to Coordinated Entry; prepare SysPM for submission to HUD; coordinate CoC implementation of evolving HUD requirements; and coordination with ESG and Con Plan jurisdictions.	\$70,000
2. Project Evaluation	CoC requests \$19,000 (0.2 FTE + associated OTPS) to be used to evaluate CoC processes and outcomes at the project and/or system-wide level and to conduct an annual gaps analysis of the homeless needs and services available within the CoC's geographic area.	\$19,000
3. Project Monitoring Activities	CoC requests \$15,000 (0.16 FTE + associated OTPS) to be used for monitoring activities such as conducting site visits, reviewing Annual Performance Reports (APRs) and HMIS data quality, and reviewing the program performance of each of our CoC recipients, CoC sub-recipients and ESG recipients.	\$15,000
4. Participation in the Consolidated Plan		
5. CoC Application Activities		
6. Determining Geographical Area to Be Served by the CoC		
7. Developing a CoC System	CoC requests \$58,000 (0.5 FTE + associated OTPS) to be used to support activities to increase/enhance partners, linkages, systems integration, resources, community support, sustainability & outcomes, including identifying community partners, attending events and facilitating meetings between CoC Board members/staff and relevant stakeholders. Administrative tasks such as scheduling events and meetings, copying meeting materials, arranging for meeting refreshments, developing & distributing marketing materials and incentives for community and consumer participation in grantee-specific and countywide meetings (bus passes, childcare reimbursement and/or stipends) will be conducted.	\$58,000

8. HUD Compliance Activities	CoC requests \$18,000 (0.19 FTE + associated OTPS) plus \$10,000 in stipends for enumerator teams and \$2,000 in consumer incentives to be used for the implementation of the annual Point-In-Time Count including the development of a robust PIT Count strategy. This strategy includes nearly year-round planning and recruitment of volunteers, developing team leaders, collaboration with law enforcement, shelter and outreach staff on the collection of data on where the homeless can be found, establishing relationships with community partners interested in donating time or goods on the night of the count, training and coordinating staff, team leaders and volunteers prior to and on the night of the count, and collecting all necessary materials after the count to report to HUD and the CoC Board, including follow up interventions for those identified.	\$30,000
Total Costs Requested		\$192,000
Cash Match		\$48,000
In-Kind Match		\$0
Total Match		\$48,000
Total Budget		\$240,000

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: Michael Orth

Date: 08/29/2019

Title: Commissioner

Applicant Organization: Westchester County Dept. of Community Mental Health

PHA Number (For PHA Applicants Only):

I certify that I have been duly authorized by the applicant to submit this Applicant Certification and to ensure compliance. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties . (U.S. Code, Title 218, Section 1001).

X

6A. Submission Summary

Page	Last Updated
1A. SF-424 Application Type	No Input Required
1B. SF-424 Legal Applicant	No Input Required
1C. SF-424 Application Details	No Input Required
1D. SF-424 Congressional District(s)	08/12/2019
1E. SF-424 Compliance	08/12/2019
1F. SF-424 Declaration	08/12/2019
1G. HUD 2880	08/12/2019
1H. HUD 50070	08/12/2019
1I. Cert. Lobbying	08/12/2019
1J. SF-LLL	08/12/2019
2A. Project Detail	08/12/2019

2B. Description	08/14/2019
3A. Governance and Operations	08/12/2019
3B. Committees	08/12/2019
4A. Match	08/12/2019
4B. Funding Request	08/14/2019
5A. Attachment(s)	No Input Required
5B. Certification	08/12/2019