

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:

- Additional training resources can be found on the HUD.gov at https://www.hud.gov/program_offices/comm_planning/coc.
- Questions regarding the Special Notice of Funding Opportunity (NOFO) to Address Unsheltered and Rural Homelessness (Special NOFO) Competition process must be submitted to SpecialCoCNOFO@hud.gov.
- Questions related to e-snaps functionality (e.g., password lockout, access to user's application account, updating Applicant Profile) must be submitted to e-snaps@hud.gov.
- Project applicants are required to have a Unique Entity Identifier (UEI) number and an active registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) in order to apply for funding under Special NOFO. For more information see the Special NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the Special NOFO and the FY 2022 General Section NOFO.
- Detailed instructions can be found on the left menu within e-snaps. They contain more comprehensive instructions and so should be used in tandem with navigational guides, which are also found on the HUD Exchange.
- Only new projects may be submitted. New projects must select Unsheltered Set Aside or Rural Set Aside as their funding opportunity. Project applicants must communicate with their CoC to make sure they are applying for the correct funding opportunity.
- 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 project that fails to adhere to (24 CFR part 578 and application requirements set forth in the Special NOFO.

1A. SF-424 Application Type

1. Type of Submission:

2. Type of Application: Unsheltered Homelessness Set Aside Project Application

If Revision, select appropriate letter(s):

If "Other", specify:

3. Date Received: 10/18/2022

4. Applicant Identifier:

4a. Federal Entity Identifier:

5. Federal Award Identifier:

6. Date Received by State:

7. State Application Identifier:

1B. SF-424 Legal Applicant

8. Applicant

- a. Legal Name:** City of Long Beach CA 606
- b. Employer/Taxpayer Identification Number (EIN/TIN):** 95-6000733
- c. UEI:** P43FW2K6F7Z9

d. Address

- Street 1:** 1301 W. 12th Street
- Street 2:**
- City:** Long Beach
- County:**
- State:** California
- Country:** United States
- Zip / Postal Code:** 90813

e. Organizational Unit (optional)

- Department Name:** Human Services
- Division Name:** Homeless Services Bureau

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

- Prefix:** Ms.
- First Name:** Jessica
- Middle Name:**
- Last Name:** Villalobos
- Suffix:**
- Title:** Homeless Services Administrative Analyst
- Organizational Affiliation:** City of Long Beach CA 606
- Telephone Number:** (562) 570-4175

Extension:
Fax Number: (562) 570-4066
Email: jessica.villalobos@longbeach.gov

1C. SF-424 Application Details

9. Type of Applicant: C. City or Township 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-6500-N-25S
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): California
(for multiple selections hold CTRL key)

15. Descriptive Title of Applicant's Project: HMIS - Unsheltered

16. Congressional District(s):

16a. Applicant: CA-044, CA-047

16b. Project: CA-044, CA-047
(for multiple selections hold CTRL key)

17. Proposed Project

a. Start Date: 07/01/2023

b. End Date: 06/30/2026

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: Paul

Middle Name:

Last Name: Duncan

Suffix:

Title: Homeless Services Bureau Manager

Telephone Number: (562) 570-4581
(Format: 123-456-7890)

Fax Number: (562) 570-4066
(Format: 123-456-7890)

Email: paul.duncan@longbeach.gov

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

Date Signed: 10/18/2022

1G. HUD 2880

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

Applicant/Recipient Information

1. Applicant/Recipient Name, Address, and Phone

Agency Legal Name: City of Long Beach CA 606
Prefix: Mr.
First Name: Paul
Middle Name:
Last Name: Duncan
Suffix:
Title: Homeless Services Bureau Manager
Organizational Affiliation: City of Long Beach CA 606
Telephone Number: (562) 570-4581
Extension:
Email: paul.duncan@longbeach.gov
City: Long Beach
County:
State: California
Country: United States
Zip/Postal Code: 90813

2. Employer ID Number (EIN): 95-6000733

3. HUD Program: Continuum of Care Program

4. Amount of HUD Assistance Requested/Received

4a. Total Amount Requested for this project: \$207,745.00

(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
Government and Other Government Assistance (see attachments)	Cash/In-Kind (Grants, etc.)	\$3,272,156.00	Rental Assistance, Supportive Services, HMIS, Planning, UFA activities, and Administration

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

Part III Interested Parties

You must disclose:

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

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation	Financial Interest in Project/Activity (\$)	Financial Interest in Project/Activity (%)
City of Long Beach, Housing Authority		Rental Assistance administration (100 HCV) per year	\$4,500,000.00	56%

Note: If there are no other people included, write NA in the boxes.

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: Paul Duncan, Homeless Services Bureau Manager

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

Date Signed: 10/18/2022

1H. HUD 50070

HUD 50070 Certification for a Drug Free Workplace

Applicant Name: City of Long Beach CA 606

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;	

2. Sites for Work Performance.

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

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

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

X

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

Authorized Representative

Prefix: Mr.

First Name: Paul

Middle Name

Last Name: Duncan

Suffix:

Title: Homeless Services Bureau Manager

Telephone Number: (562) 570-4581
(Format: 123-456-7890)

Fax Number: (562) 570-4066
(Format: 123-456-7890)

Email: paul.duncan@longbeach.gov

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

Date Signed: 10/18/2022

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

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

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

Applicant's Organization: City of Long Beach CA 606

Name / Title of Authorized Official: Paul Duncan, Homeless Services Bureau Manager

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

Date Signed: 10/18/2022

1J. SF-LLL

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

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

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

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

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

Legal Name: City of Long Beach CA 606

Street 1: 1301 W. 12th Street

Street 2:

City: Long Beach

County:

State: California

Country: United States

Zip / Postal Code: 90813

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: Paul

Middle Name:

Last Name: Duncan

Suffix:

Title: Homeless Services Bureau Manager

Telephone Number: (562) 570-4581
(Format: 123-456-7890)

Fax Number: (562) 570-4066
(Format: 123-456-7890)

Email: paul.duncan@longbeach.gov

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

Date Signed: 10/18/2022

IK. SF-424B

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

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

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

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

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

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

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

Authorized Representative for: City of Long Beach CA 606

Prefix: Mr.

First Name: Paul

Middle Name:

Last Name: Duncan

Suffix:

Title: Homeless Services Bureau Manager

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

Date Signed: 10/18/2022

1L. SF-424D

Are you requesting CoC Program funds for construction costs in this application? No

No SF-424D is required. Select "Save and Next" to move to the next screen.

2A. Project Subrecipients

This form lists the subrecipient organization(s) for the project. To add a subrecipient, select the  icon. To view or update subrecipient information already listed, select the view  option.

Total Expected Sub-Awards: \$207,745

Organization	Type	Sub-Award Amount
City of Long Beach	C. City or Township Government	\$207,745

2A. Project Subrecipients Detail

a. Organization Name: City of Long Beach

b. Organization Type: C. City or Township Government
If "Other" specify:

c. Employer or Tax Identification Number: 95-6000733

d. Physical Address

Street 1: 1301 W. 12th Street

Street 2:

City: Long Beach

State: California

Zip Code: 90813

e. Congressional District(s): CA-047
(for multiple selections hold CTRL key)

f. Is the subrecipient a Faith-Based Organization? No

g. Has the subrecipient ever received a federal grant, either directly from a federal agency or through a State/local agency? Yes

h. Expected Sub-Award Amount: \$207,745

i. Contact Person

Prefix: Mr.

First Name: Paul

Middle Name:

Last Name: Duncan
Suffix:
Title: Homeless Services Bureau Manager
E-mail Address: paul.duncan@longbeach.gov
Confirm E-mail Address: paul.duncan@longbeach.gov
Phone Number: 562-570-4581
Extension:
Fax Number: 562-570-4066

2B. Experience of Applicant, Subrecipient(s), and Other Partners

1. Describe your organization’s (and subrecipient(s) if applicable) experience in effectively utilizing federal funds and performing the activities proposed in the application.

The City of Long Beach Department of Health and Human Services (DHHS) has been the CoC administrative and HMIS lead. The City of Long Beach (City) has facilitated this role for over 20 years in supporting with the administration and monitoring of HUD funded projects for the Long Beach CoC. The City is the direct recipient of the HUD award. It is the contractual responsibility of the City to ensure that the goals and objectives of each project sponsor’s projects are successfully carried out and documented according to the applicable regulations. The City signs the grant agreement for the awarded projects and receives funding directly from HUD for distribution to the project sponsor. The contractual responsibility encompasses oversight of each of the project sponsors. This includes compliance with the grant agreement and HUD regulations, sound financial record keeping, reporting, etc.

The Long Beach CoC was one of the first two CoC’s to be designated as a Unified Funding Agency which speaks to the unique structure and capacity of the City of Long Beach to support the fiscal and administrative needs of federal funding not only for its own operations but supporting other subrecipients of CoC funding.

Currently DHHS administers \$11 million in federal funding annually and through the COVID-19 pandemic administered over \$30 million in 1-time federal funding to address homelessness. The City of Long Beach Housing Authority is also another bureau within DHHS administering vital federal rental assistance program.

2. Describe your organization’s (and subrecipient(s) if applicable) experience in leveraging Federal, State, local and private sector funds.

In administering funding to address homelessness DHHS is consistently utilizing multiple sources leveraged together to create programs and systems. This includes leveraging other federally funded programs and resources as well as funding from the State of California, County of Los Angeles, City of Long Beach, and private philanthropy to provide services in the Long Beach CoC. DHHS administers and directly operates over \$50 million annually from over 10 different funding sources.

The DHHS is consistently monitoring and identifying opportunities to leverage outside programs as well as bringing in additional resources for matching resources such as utilizing housing authority rental assistance and healthcare funds. The City of Long Beach CoC encourages leveraging for all its HUD-funded projects which increase the capacity of the CoC.

3. Describe your organization’s (and subrecipient(s) if applicable) financial management structure.

As the UFA for the CoC and the Collaborative Applicant, the City of Long Beach DHHS has an Administrative and Operations Bureau that manages all finance related aspects of the dept. This includes budgeting and accounting oversight, in addition to business operations and invoicing procedures. This Department employs a Bureau Manager, Financial Services Officer, and a Grants and Contracts Management Officer. Together, these positions supervise employees that direct all accounting and grant management functions across the dept. The Homeless Services Bureau also has an administrative division consisting of 17 full-time employees that are dedicated to effectively administering grants, including the financial management components of these grants, while ensuring grantor compliance and the correct implementation of accounting-based principles stipulated in 2 CFR Part 200, Cost Principles, and Audit Requirements for Federal Awards. Further, the City of Long Beach has its own Department of Financial Management to guarantee overall financial integrity and compliance with federal, state, and local funders. Lastly, these practices are institutionalized across the organization through written policies and procedures that guide the City’s financial management operations.

The City of Long Beach has a multiple step financial process to ensure compliance and ensure that sound accounting principles are being followed throughout the administrative process including utilization of the HUD standard of ensuring that all costs meet the RADAR principle: Reasonable, Allowable, Documented and Allocable and that they are reimbursable within the grant. For directly administered financial assistance and expenditures DHHS has an internal review process that goes through multiple layers for management review and approval before expenditures are made and then are reviewed through two levels of financial review outside of the bureau that is administering the financial assistance. Once approved the City of Long Beach then draws down reimbursement from the funder.

For subrecipients DHHS requires subrecipients to submit supporting documentation which is reviewed to ensure that all costs meet the reimbursement standards and working with the subrecipient to make any needed changes. Once approved from first review there are two additional management reviews for approval to ensure that there are no further issues. Once approved the City of Long Beach then draws down reimbursement from the funder and issues payment to the subrecipient organization.

**4. Are there any unresolved HUD monitoring or No
OIG audit findings for any HUD grants (including
ESG) under your organization?**

3A. Project Detail

1. CoC Number and Name: CA-606 - Long Beach CoC

2. CoC Collaborative Applicant Name: City of Long Beach

3. Project Name: HMIS - Unsheltered

4. Project Status: Standard

5. Is this project applying for the Unsheltered Homelessness Set Aside or Rural Set Aside? Unsheltered Homelessness Set Aside

6. Component Type: HMIS

7. Is your organization or expected subrecipient a victim service provider defined in 24 CFR 578.3 and uses a comparable HMIS database? No

8. Will funds requested in this new project application replace state or local government funds (24 CFR 578.87(a))? No

3B. Project Description

1. Provide a description that addresses the entire scope of the proposed project.

The Long Beach Homeless Management Information System (HMIS), is administered by the Continuum of Care (CoC) lead agency, the City of Long Beach Homeless Services Division. This tool is used to capture participant data and data provisions of housing and services for individuals and families who are at risk of homelessness or are experiencing homelessness. The system implemented in Long Beach HMIS is Clarity Human Services by Bitfocus, a web-based software system that uses a single participant record for all programs within the Long Beach Continuum of Care, which allows agencies to accurately track and coordinate services. The HMIS technology improves service delivery, provides system performance and supports the evaluation of service effectiveness. By gathering and analyzing data on the individuals and families who experience homelessness over time.

One intention of this project is to increase the number of licenses provided to HMIS users within the CoC. Increasing the number licenses will improve the efficiency and quality of data input, and subsequently improve the timing and accuracy of data reported out. Since the project will require additional data elements to be collected and reported on, increasing the number of licenses, and thus increasing the number of HMIS users, will reduce the burden of these increased tasks on the current staff assigned to data entry and analysis.

Additionally, the funding for this project would help to support a data administrator position which is needed to revise and maintain the policies, standards, and guidelines associated with the increased role of the HMIS system in reporting data on Unsheltered Homelessness.

1a. Describe how the proposed project is consistent with the plan described by the CoC in response to Section VII.B.4 of this NOFA?

The HMIS - Unsheltered project is consistent with the Long Beach Action Plan to address unsheltered homelessness by ensuring that as a CoC we can continue to capture data for all projects that is timely and accurate. Being able to capture data allows for the system to be able to identify gaps and needs around addressing unsheltered homelessness within Long Beach and targeting resources. This project will expand available licenses to cover additional projects as well as to enhance coverage of the HMIS system that will allow the CoC and its service providers to better serve people experiencing unsheltered homelessness.

The matching funding for this project is focused on working to merge databases to allow the Long Beach Continuum of Care to join the Greater Los Angeles HMIS collaborative which will allow data for all 4 CoC's within Long Beach to have available data within a single platform. People are often crossing CoC boundaries within the County of Long Beach and through this project we would merge data bases so that data is readily available to see where people are receiving services outside of the Long Beach CoC and being able to coordinate care better across the LA County system and ensure that non-CoC County programs also have increased data access in referring people for additional permanent housing resources. The project will also support data matching with the healthcare system to be able to ensure accurate health insurance information and having people's primary care physician data is available within HMIS. HMIS staff would continue to work to find other ways that data can be matched and shared with the healthcare system for coordination and linkage for housing resources.

2. For each primary project location, or structure, enter the number of days from the execution of the grant agreement that each of the following milestones will occur if this project is selected for conditional award.

Project Milestones	Days from Execution of Grant Agreement	Days from Execution of Grant Agreement	Days from Execution of Grant Agreement	Days from Execution of Grant Agreement
	A	B	C	D
Begin hiring staff or expending funds	15	0	0	0
Begin program participant enrollment	0	0	0	0
Program participants occupy leased or rental assistance units or structure(s), or supportive services begin	0	0	0	0
Leased or rental assistance units or structure, and supportive services near 100% capacity	0	0	0	0
Closing on purchase of land, structure(s), or execution of structure lease	0	0	0	0
Start rehabilitation	0	0	0	0
Complete rehabilitation	0	0	0	0
Start new construction	0	0	0	0
Complete new construction	0	0	0	0

4A. HMIS Standards

1. Is the HMIS currently programmed to collect all Universal Data Elements (UDEs) as set forth in the FY 2022 HMIS Data Standard Manual? Yes
2. Does HMIS produce all HUD-required reports and provide data needed for HUD reporting? (i.e., Annual Performance Report (APR)/CoC reporting, Consolidated Annual Performance and Evaluation Report (CAPER)/ESG reporting, Longitudinal System Analysis (LSA)/Annual Homeless Assessment Report, System Performance Measures (SPM), and Data Quality Table, etc.). Yes
3. Is your HMIS capable of generating all reports required by Federal partners including HUD, VA, and HHS? Yes
4. Does HMIS provide the CoC with an unduplicated count of program participants receiving services in the CoC? Yes
5. Describe your organizations process and stakeholder involvement for updating your HMIS Governance Charters and HMIS Policies and Procedures.

The Long Beach CoC Board is comprised of elected members with the oversight to steward local planning, coordination, and implementation activities related to ending and preventing homelessness in the region. The elected members must have a strong commitment in understanding and addressing the issues related to homelessness. The activities, affairs, and decisions of the Long Beach CoC Board shall align with the goals of the Long Beach CoC and facilitated under the direction of the City of Long Beach Department of Health and Human Services, Homeless Services Bureau. Eligible Long Beach CoC Board candidates must have at minimum one (1) year of participation in the Long Beach CoC General Membership.

The Board’s responsibilities are to:

A. Establish, approve, maintain, and update policies for the Long Beach CoC including but not limited to:

- a. CoC system-wide operations;
- b. HMIS governance, policies and procedures, privacy plan, security plan, and data quality plan;
- c. Annual performance standards and evaluation of outcomes for subrecipient projects; and
- d. Written standards for providing homeless assistance, conflict of interest, recusal, and terms of assistance under ESG, CoC, and other related grant programs.

6. Who is responsible for insuring the HMIS implementation meets all privacy and security standards as required by HUD and other federal partners?

The HMIS Vendor, Bitfocus, ensures Clarity Human Services meets all privacy and security standards as required by HUD and other federal partners by following HUD’s programming specifications and meets all data standards requirements. The HMIS Lead reviews and implements data security policies with every partnering agency and authorized users.

7. Does the HMIS Lead conduct Privacy and Security Training and follow up on privacy and security standards? Yes

8. What is the CoC’s policy and procedures for managing a breach of Personally Identifiable Information (PII) in HMIS?

In the event of unauthorized access to the HMIS and/or client data, or if there were suspicion of probable access, Bitfocus Clarity Human Services will take the necessary steps to mediate the situation. The system will be examined to determine the presence of system or data corruption. If the system has been compromised, the HMIS would be taken offline. Clarity Human Services loads the backup copy of the system data onto another server. Clarity Human Services investigates the extent of the unauthorized activity/corruption and corrective action needed. The finding would be reported and options to remedy the situation would be discussed with the HMIS Administrator. The Long Beach HMIS user agreement clearly states that the HMIS Administrator must be notified immediately of any noticed or suspected security breach, and any unauthorized access or unauthorized modification to HMIS information or interference with normal system operations will result in immediate suspension of user access to the HMIS. All efforts would be made to notify any HMIS participant whose information may have been accessed and support to ensure that the person's information is not being misused.

4B. HMIS Training

Indicate the last training date or proposed training date for each HMIS training, as applicable.

 Activity	 Enter date of last training or proposed next training (mm/yyyy)
Basic Computer Training	10/2022
HMIS Software Training for Sys Admin	10/2022
HMIS Software Training	10/2022
Data Quality Training	10/2022
Security Training	10/2022
Privacy/Ethics Training	10/2022
HMIS PIT Count Training	12/2022
Other (must specify)	
CES Training	10/2022
Reporting Training	10/2022
Refresher Training	10/2022

6A. Funding Request

1. Will it be feasible for the project to be under grant agreement by September 15, 2024? Yes

2. What type of funding is this project applying for in this Special Unsheltered and Rural Homelessness CoC Program Competition? Unsheltered

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

4. Select a grant term: 3 Years

HMIS

6H. HMIS Budget

Instructions:

Enter the quantity and total budget request for each HMIS cost. The request entered should be equivalent to the cost of one year of the relevant HMIS activity. The system populates a list of eligible costs associated with the implementation of an HMIS and for which CoC funds can be requested.

Quantity Detail: This is a required field. A quantity AND description must be entered for each requested cost. Enter the quantity in detail (eg. .75 FTE hours and benefits for staff, utility types, monthly allowance for food and supplies) for each HMIS cost for which funding is being requested. Please note that simply stating "1FTE" is NOT providing "Quantity AND Detail" and restricts understanding of what is being requested. Failure to enter adequate "Quantity AND Detail" may result in conditions being placed on the award and a delay of grant funding.

Annual Assistance Requested: This is a required field. For each grant year, enter the amount funds requested for each activity.

Total Annual Assistance Requested: This field is automatically calculated based on the sum of the annual assistance requests entered for each activity.

Grant term: This field is populated based on the grant term selected on Screen "6A. Funding Request" and will be read only.

Total Request for Grant Term: This field is automatically calculated based on the total amount requested for each eligible cost multiplied by the grant term.

All total fields will be calculated once the required field has been completed and saved.



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

A quantity AND description must be entered for each requested cost.

Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1. Equipment		
2. Software	Software/User Licensing: Approx. 17 new user license + add-on costs data analysis, (firewalls, encryption, virus protection, KPI) and HMIS software user licenses.	\$14,000
3. Services		
4. Personnel	Project mgt./coordination: Data administrator staff- FTEs associated with managing and operating the HMIS.	\$50,718
5. Space & Operations		
Total Annual Assistance Requested:		\$64,718
Grant Term:		3 Years
Total Request for Grant Term:		\$194,154

Click the 'Save' button to automatically calculate totals.

6I. Sources of Match

The following list summarizes the funds that will be used as Match for this project. To add a Match source to the list, select the  icon. To view or update a Match source already listed, select the  icon.

Summary for Match

Total Amount of Cash Commitments:	\$85,760
Total Amount of In-Kind Commitments:	\$0
Total Amount of All Commitments:	\$85,760

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

Type	Source	Name of Source	Amount of Commitments
Cash	Private	LA Care and Healt...	\$85,760

Sources of Match Detail

- 1. Type of Match commitment: Cash
- 2. Source: Private
- 3. Name of Source: LA Care and Health Net
(Be as specific as possible and include the office or grant program as applicable)
- 4. Amount of Written Commitment: \$85,760

6J. Summary Budget

The following information summarizes the funding request for the total term of the project. However, administrative costs can be entered in 8. Admin field below.

Eligible Costs	Annual Assistance Requested (Applicant)	Grant Term (Applicant)	Total Assistance Requested for Grant Term (Applicant)
2a. Leased Units	\$0	3 Years	\$0
2b. Leased Structures	\$0	3 Years	\$0
3. Rental Assistance	\$0	3 Years	\$0
4. Supportive Services	\$0	3 Years	\$0
5. Operating	\$0	3 Years	\$0
6. HMIS	\$64,718	3 Years	\$194,154
7. Sub-total Costs Requested			\$194,154
8. Admin (Up to 10%)			\$13,591
9. Total Assistance Plus Admin Requested			\$207,745
10. Cash Match			\$85,760
11. In-Kind Match			\$0
12. Total Match			\$85,760
13. Total Budget			\$293,505

Click the 'Save' button to automatically calculate totals.

7A. Attachment(s)

Document Type	Required?	Document Description	Date Attached
1) Subrecipient Nonprofit Documentation	No		
2) Other Attachment(s)	No		
3) Other Attachment(s)	No		

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

7D. Certification

A. For all projects:

Fair Housing and Equal Opportunity

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

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

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

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

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

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

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

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

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

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

Additional for Rental Assistance Projects:

If applicant has established a preference for targeted populations of disabled persons pursuant to 24 CFR part 578 or 24 CFR 582.330(a), it will comply with this section's nondiscrimination requirements within the designated population.

B. For non-Rental Assistance Projects Only.

15-Year Operation Rule.

Applicants receiving assistance for acquisition, rehabilitation or new construction: The project will be operated for no less than 15 years from the date of initial occupancy or the date of initial service provision for the purpose specified in the application.

1-Year Operation Rule.

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

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

Name of Authorized Certifying Official: Paul Duncan

Date: 10/18/2022

Title: Homeless Services Bureau Manager

Applicant Organization: City of Long Beach CA 606

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).

Active SAM Status Requirement.

I certify that our organization has an active System for Award Management (SAM) registration as required by 2 CFR 200.300(b) at the time of project application submission to HUD and will ensure this SAM registration will be renewed annually to meet this requirement.

8B. Submission Summary

Applicant must click the submit button once all forms have a status of Complete.

Page		Last Updated
1A. SF-424 Application Type		No Input Required
1B. SF-424 Legal Applicant		10/18/2022
1C. SF-424 Application Details		No Input Required
1D. SF-424 Congressional District(s)		10/18/2022
Unsheltered Homelessness Set Aside Project Application FY2022	Page 46	10/18/2022

1E. SF-424 Compliance	10/18/2022
1F. SF-424 Declaration	10/18/2022
1G. HUD 2880	10/18/2022
1H. HUD 50070	10/18/2022
1I. Cert. Lobbying	10/18/2022
1J. SF-LLL	10/18/2022
IK. SF-424B	10/18/2022
1L. SF-424D	10/18/2022
2A. Subrecipients	10/18/2022
2B. Experience	10/18/2022
3A. Project Detail	10/18/2022
3B. Description	10/18/2022
4A. HMIS Standards	10/18/2022
4B. HMIS Training	10/18/2022
6A. Funding Request	10/18/2022
6H. HMIS Budget	10/18/2022
6I. Match	10/18/2022
6J. Summary Budget	No Input Required
7A. Attachment(s)	No Input Required
7D. Certification	10/18/2022