

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 2024 CoC Program grant competition.
 - Additional training resources can be found on the HUD.gov at https://www.hud.gov/program_offices/comm_planning/coc.
- Questions regarding the FY 2024 CoC Program Competition process must be submitted to CoCNOFO@hud.gov.
- Questions related to e-snaps functionality (e.g., password lockout, access to user's application account, updating Applicant Profile) must be submitted to e-snaps@hud.gov.
- Project applicants are required to have a Unique Entity Identifier (UEI) number and an active registration in the Central Contractor Registration (CCR)/System for Award management (SAM) in order to apply for funding under the Continuum of Care (CoC) Program Competition. For more information see the FY 2024 CoC Program Competition NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2024 CoC Program Competition NOFO.
- Detailed instructions and e-snaps navigation guides can be found on the hud.gov website https://www.hud.gov/program_offices/comm_planning/coc/competition. The Detailed Instructions contain more comprehensive instructions and so should be used in tandem with the navigational guides.
- 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 2024 CoC Program NOFO.

1A. SF-424 Application Type

1. Type of Submission:

2. Type of Application: CoC Planning Project Application

If Revision, select appropriate letter(s):

If "Other", specify:

3. Date Received: 10/17/2024

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:** City of Little Rock
- b. Employer/Taxpayer Identification Number (EIN/TIN):** 71-6014465
- c. Unique Entity Identifier:** Q5GWFEKZ6QR3

d. Address

Street 1: 500 West Markham, Suite 120 W
Street 2:
City: Little Rock
County: Pulaski
State: Arkansas
Country: United States
Zip / Postal Code: 72201

e. Organizational Unit (optional)

Department Name:
Division Name:

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

Prefix: Ms.
First Name: Tracey
Middle Name:
Last Name: Shine
Suffix:
Title: Community Development Manager
Organizational Affiliation: City of Little Rock
Telephone Number: (501) 371-6825
Extension:
Fax Number: (501) 399-3461

Email: tshine@littlerock.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-6800-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): Arkansas
(for multiple selections hold CTRL+Key)

15. Descriptive Title of Applicant's Project: FY 2024 Planning Grant

16. Congressional District(s):

a. Applicant: AR-002

b. Project: AR-002

(for multiple selections hold CTRL+Key)

17. Proposed Project

a. Start Date: 10/01/2024

b. End Date: 09/30/2025

18. Estimated Funding (\$)

a. Federal:

b. Applicant:

c. State:

d. Local:

e. Other:

f. Program Income:

g. Total:

1E. SF-424 Compliance

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

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

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

If "YES," provide an explanation:

1F. SF-424 Declaration

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

I AGREE:

21. Authorized Representative

Prefix: Mr.

First Name: Kevin

Middle Name:

Last Name: Howard

Suffix:

Title: Housing and Neighborhood Programs Director

Telephone Number: (501) 371-6825
(Format: 123-456-7890)

Fax Number: (501) 399-3461
(Format: 123-456-7890)

Email: khoward@littlerock.gov

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

Date Signed: 10/17/2024

1G. HUD 2880

Applicant/Recipient Disclosure/Update Report - form HUD-2880
U.S. Department of Housing and Urban Development
OMB Number: 2501-0017 Expiration Date: 01/31/2026

Applicant/Recipient Information

1. Applicant/Recipient Name, Address, and Phone

Agency Legal Name: City of Little Rock

Prefix: Mr.

First Name: Kevin

Middle Name:

Last Name: Howard

Suffix:

Title: Housing and Neighborhood Programs Director

Organizational Affiliation: City of Little Rock

Telephone Number: (501) 371-6825

Extension:

Email: khoward@littlerock.gov

City: Little Rock

County: Pulaski

State: Arkansas

Country: United States

Zip/Postal Code: 72201

2. Employer ID Number (EIN): 71-6014465

3. HUD Program: Continuum of Care Program

4. Amount of HUD Assistance Requested/Received: \$85,121.00

(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. **No**

Certification

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

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

| |
|---|
| X |
|---|

Name / Title of Authorized Official: Kevin Howard, Housing and Neighborhood Programs Director

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

Date Signed: 10/17/2024

1H. HUD 50070

HUD 50070 Certification for a Drug Free Workplace

Applicant Name: City of Little Rock

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 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: Kevin

Middle Name

Last Name: Howard

Suffix:

Title: Housing and Neighborhood Programs Director

Telephone Number: (501) 371-6825
(Format: 123-456-7890)

Fax Number: (501) 399-3461
(Format: 123-456-7890)

Email: khoward@littlerock.gov

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

Date Signed: 10/17/2024

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 Little Rock

Name / Title of Authorized Official: Kevin Howard, Housing and Neighborhood Programs Director

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

Date Signed: 10/17/2024

1J. SF-LLL

DISCLOSURE OF LOBBYING ACTIVITIES

**Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.
Approved by OMB: 4040-0013 (exp. 02/28/2025)**

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 Little Rock

Street 1: 500 West Markham, Suite 120 W

Street 2:

City: Little Rock

County: Pulaski

State: Arkansas

Country: United States

Zip / Postal Code: 72201

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: Kevin

Middle Name:

Last Name: Howard

Suffix:

Title: Housing and Neighborhood Programs Director

Telephone Number: (501) 371-6825
(Format: 123-456-7890)

Fax Number: (501) 399-3461
(Format: 123-456-7890)

Email: khoward@littlerock.gov

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

Date Signed: 10/17/2024

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 Little Rock
Prefix: Mr.
First Name: Kevin

Middle Name:

Last Name: Howard

Suffix:

Title: Housing and Neighborhood Programs Director

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

Date Signed: 10/17/2024

2A. Project Detail

- 1. **CoC Number and Name:** AR-500 - Little Rock/Central Arkansas CoC
- 2. **Collaborative Applicant Name:** City of Little Rock

- 3. **Project Name:** FY 2024 Planning Grant

- 4. **Component Type:** CoC Planning Project Application

2B. Project Description

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

The City of Little Rock serves as the Collaborative Applicant (CA) for the Central Arkansas Team Care for the Homeless (CATCH). The CATCH organization is the umbrella for Continuum of Care (CoC) for Pulaski, Saline, Perry and Lonoke Counties. The City of Little Rock maintains an active role in the continuum. Together both are identifying and collaborating to address the needs for homelessness and those in risk of being homelessness. The mission is to focus on coordinated data (HMIS) driven resources and community relationship through membership engagement. We are making continued efforts to strategize goals around housing led services. City of Little Rock has added a Homeless Division which staffs a Homeless Service Advocate, Housing Community Engagement Advocate, and CATCH Coordinator to assist with the ongoing efforts to serve the homeless individuals and families. The CA continues to provide ongoing support to the local Day Resource Center, efforts have increased to a plan to advance the Coordinated Entry System (CES) to impact our homeless and those at risk of homelessness in a more prioritized manner. Through a partnership among the local Day Centers the CA is forging toward a CES that will incorporate a priority scheme that will allow the CoC to track individuals through the coordination process. The non HMIS users are encouraged to get a licensure for at least 2 of their staff in order to collaborate data to enhance resources and grant opportunities. The Planning Grant is designed to assist the CoC by maintaining policies and internal processes, to include, but not limited to accessibility, performance, membership development, implementation of HUD requirements, and outreach activities. Little Rock participates with the Office of Community Planning and Development, Central Arkansas entitlement cities, local municipalities, Non-profits, other interested coalitions, organizations and individuals. This grant will support a full-time staff position that will be actively engaged in these efforts and a part time position to advance the Coordinated Entry System.

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

The Collaborative Applicant assures effective and timely completion of work through scheduled activities based on a strategic plan. These activities are managed under the CATCH organization through the Continuum of Care service members; providing special emphasis on Coordinated Entry System (CES) enhancements and additional developments. The grant supports a full-time staff position through this grant period. The proposed schedule is as follows: During the first quarter of the grant, staff support the Board of Directors through monthly board and quarterly board meetings to execute Continuum of Care goals. As well as, monitoring of CoC and ESG funded agencies. Monitoring will be scheduled and conducted in conjunction with quarterly CoC program performance reporting; participation in planning and surveying for the Point-in-Time Count, homeless service evaluation and trainings for the CoC application, and assisting with CES development (HMIS data tracking). The second quarter will focus on review of the coordinated assessment process, CoC trainings, data collection, review and continued membership outreach efforts through an annual board retreat and membership retreat. In addition to reviewing the project budget disbursement reports to communicate potential reallocation of funds to the Board of Directors. The third quarter will consist of attendance at Consolidated plan public meetings of the entitlement entities in the CATCH area in support of issues impacting homelessness; provide the Board of Directors with reports of CoC performance for the previous quarter, provide continued managed support toward CES, ongoing coordination and providing resources and referrals. During the fourth quarter we will finalize the monitoring scheduled; review projections of annual performance reports; identification of performance areas needing additional review; and reporting information regarding obstacles encountered in the various processes to plan for the annual NOFO application.

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

The requested funds will help to improve and maintain the CoC's ability by coordinating with Emergency Solutions Grant (ESG) staff during the monitoring process and street outreach service projects. The grant funds a full time staff person that monitors and maintains HUD compliance for the CoC grant through collaborative efforts with the City of Little Rock Homeless Division, The CATCH Board and Membership, and other local service providers in order to identify gaps in services to maintain efficient and effective services. CoC staff will continue to promote all ESG focused trainings as well as HUD sponsored activities that will enhance the knowledge and abilities on the various needs of the continuum as a whole. Outreach in the geographical areas within the continuum in order to identify gaps and needed services and assist those communities in creating needed services that are impacting the homeless. Several areas have been identified and funding is the immediate need. Daily, the City of Little Rock Homeless Advocate staff conduct Outreach for the homeless citizens that are referred to via phone, email or referrals. In conclusion, we will improve outcomes and evaluation efforts through HMIS support for the coordinated entry process. HMIS non-users (agencies) are encouraged to become active users and share data to enhance the picture of what our homeless status is for central Arkansas.

3A. Governance and Operations

1. How often does the CoC conduct meetings of the full CoC membership? Quarterly

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

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

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

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

3a. Written agendas of CoC meetings? Yes

3b. Coordinated Entry? (Also known as centralized or coordinated assessment) Yes

3c. Process for monitoring outcomes of ESG recipients? Yes

3d. CoC policies and procedures? Yes

3e. Written process for board selection? Yes

3f. Code of Conduct for board members that includes a recusal process? Yes

3g. Written standards for administering assistance? Yes



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

3B. Committees

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

| Name of Group | Role of the Group (max 750 characters) | Meeting Frequency | Name of Individuals and/or Organizations Represented |
|-------------------------|---|-------------------|---|
| Coordinated Entry | To implement a HUD compliant coordinated entry system that prioritizes services for homeless and those at risk of homelessness | Monthly | People Trust, Jericho Way Day Center, River City Ministry Day Center, VA Day Center, City of Little Rock, Our House, Salvation Army, Built For Zero representatives |
| Point-In-Time Count | Organizes continuum-wide counts of individuals sheltered and unsheltered who are experiencing homelessness | Bi-Monthly | VA Day Center, City of Jacksonville, City of Little Rock, City of North Little Rock |
| HMIS Data Management | Advisory group and network for communication, training and technical assistance on the system application process | Semi-Annually | People Trust, VA Day Center, City of Little Rock, City of North Little Rock |
| Membership and Training | Prepares and conducts membership orientation, arranges special workshops, presentations for membership, recruits members, establishes and maintains membership criteria | Quarterly | Better Community Development, Women and Children First, City of Little Rock |
| Homeless Initiative | Develop outcomes to areas needing support by local government in order to accomplish goals set by the CoC | Monthly | City of Little Rock Representatives, CoC Members |

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: | \$0 |
| Total Value of In-Kind Commitments: | \$21,280 |
| Total Value of All Commitments: | \$21,280 |

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

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

| Type | Source | Contributor | Value of Commitments |
|---------|------------|---------------------|----------------------|
| In-Kind | Government | City of Little Rock | \$21,280 |

Sources of Match Details

1. **Type of commitment:** In-Kind
2. **Source:** Government
3. **Name of source:** City of Little Rock
(Be as specific as possible and include the office or grant program as applicable)
4. **Value of Written Commitment:** \$21,280

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

4B. Funding Request

1. Will it be feasible for the project to be under grant agreement by September 15, 2026? 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 | 10% of staff time including fringe for 1 year, to board communication and membership outreach | \$8,512 |
| 2. Project Evaluation | 10% of staff time including fringe for 1 year, activities will include review of overall grant projects | \$8,512 |
| 3. Project Monitoring Activities | 30% of staff time including fringe for 1 year, to include monitoring of CoC and ESG programs | \$25,536 |
| 4. Participation in the Consolidated Plan | 3% of staff time including fringe for 1 year, CoC representation during consolidated meeting | \$2,554 |
| 5. CoC Application Activities | 15% of staff time including fringe for 1 year, to serve as resources and liaison for homeless outreach services | \$12,769 |
| 6. Determining Geographical Area to Be Served by the CoC | | |
| 7. Developing a CoC System | 12% of staff time including fringe for 1 year, to include outreach activities, website and marketing | \$10,214 |
| 8. HUD Compliance Activities | 20% of staff time including fringe for 1 year, CES management, HUD compliance and Continuum resources | \$17,024 |
| Total Costs Requested | | \$85,121 |
| Cash Match | | \$0 |
| In-Kind Match | | \$21,280 |
| Total Match | | \$21,280 |
| Total Budget | | \$106,401 |

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 | AR-500 Governance... | 10/17/2024 |
| 2. Other Attachment(s) | No | | |

Attachment Details

Document Description: AR-500 Governance Charter

Attachment Details

Document Description:

5A. In-Kind MOU Attachment

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

Attachment Details

Document Description:

5B. Certification

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

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

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

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

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

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

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

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

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

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

Name of Authorized Certifying Official: Kevin Howard

Date: 10/17/2024

Title: Housing and Neighborhood Programs Director

Applicant Organization: City of Little Rock

PHA Number (For PHA Applicants Only):

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

X

6A. Submission Summary

| Page | Last Updated |
|--------------------------------------|-------------------|
| 1A. SF-424 Application Type | No Input Required |
| 1B. SF-424 Legal Applicant | 08/29/2024 |
| 1C. SF-424 Application Details | No Input Required |
| 1D. SF-424 Congressional District(s) | 10/17/2024 |
| 1E. SF-424 Compliance | 08/29/2024 |
| 1F. SF-424 Declaration | 10/17/2024 |
| 1G. HUD 2880 | 10/17/2024 |
| 1H. HUD 50070 | 10/17/2024 |
| 1I. Cert. Lobbying | 10/17/2024 |

| | |
|--------------------------------------|-------------------|
| 1J. SF-LLL | 10/17/2024 |
| IK. SF-424B | 10/17/2024 |
| 2A. Project Detail | 10/17/2024 |
| 2B. Description | 08/29/2024 |
| 3A. Governance and Operations | 10/17/2024 |
| 3B. Committees | 10/17/2024 |
| 4A. Match | 08/29/2024 |
| 4B. Funding Request | 10/17/2024 |
| 5A. Attachment(s) | 10/17/2024 |
| 5A. In-Kind MOU Attachment | No Input Required |
| 5B. Certification | 10/17/2024 |

Governance Charter for AR-500 (Little Rock/Central Arkansas)
Continuum of Care (CoC)

Purpose of the Charter

This charter sets out the responsibilities of AR-500 (Little Rock/Central Arkansas) Continuum of Care (CoC) which is the planning body that coordinates the homelessness prevention and response system for the four-county region of Central Arkansas that includes Pulaski, Lonoke, Saline, and Prairie counties.

This charter is guided by the regulations set forth by the U.S. Department of Housing and Urban Development's (HUD) in the [CoC Program Interim Rule, 24 CFR 578](#).

Purpose of the CoC

AR-500 is an inclusive, membership group that plans for and manages the homelessness prevention and assistance resources in the region. Its work includes 1) gathering and analyzing information to determine the local needs of people experiencing homelessness; 2) implementing strategic responses to prevent and end homelessness; 3) educating the community on issues related to people experiencing homelessness; 4) providing input and advice on the operations of homeless services in the community; and 5) measuring CoC performance.

Responsibilities

AR-500's activities and responsibilities are outlined in this document; all activities and responsibilities will be delegated to a designated entity charged with ensuring they are completed and compliant with the CoC Program Interim Rule. These entities are:

- CoC Membership
- Collaborative Applicant
- CoC Board of Directors (CoC Board)
- Homeless Management Information System (HMIS) Lead Agency
- Coordinated Entry Lead Agency

CoC Membership

The CoC membership is open to all interested parties, and both individuals and organizations may be members of AR-500. Individual membership shall not be associated with any organization.

CoC organization members generally include nonprofit homeless providers; victim service providers; faith-based organizations; governments; businesses; advocates; public housing agencies; school districts; social service providers; mental health agencies; hospitals; universities; affordable housing developers; law enforcement; organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons that are organized to plan for and provide, as necessary, a system of outreach, engagement, and assessment; emergency shelter; rapid re-housing; transitional housing; permanent housing; and prevention strategies to address the various needs of people experiencing homelessness and people at risk of homelessness for a specific geographic area (adapted from 24 CFR 578.2, Definitions).

Governance Charter for AR-500 (Little Rock/Central Arkansas)
Continuum of Care (CoC)

Requests for membership may be directed to any Board member or the Collaborative Applicant through completion of a membership application. To qualify as a voting member, an individual or organization must:

- Attend at least 75% of the AR-500 membership meetings.
- Participate in at least 1 CoC activity (committee meetings, Point-in-Time volunteer, other CoC-related activities).
- Support the goals and objectives of AR-500's efforts to prevent and end homelessness in Central Arkansas.

The responsibilities of the CoC membership include:

- Vote on a recommendation from the CoC Board to approve the entity that will serve as the Collaborative Applicant.
- Vote on a recommendation from the CoC Board to approve the entity that will serve as the HMIS Lead Agency and the HMIS software application.
- Vote on a recommendation from the CoC Board to approve the entity that will serve as the Coordinated Entry Lead Agency.
- Review and vote on the Governance Charter and any amendments brought to the body from the CoC Board.
- Elect CoC Board members.
- Participate in annual evaluations of the Collaborative Applicant, HMIS Lead Agency, and Coordinated Entry Lead Agency.

CoC Membership - Meetings and Voting

AR-500 holds membership meetings quarterly. CoC members are expected to attend meetings and participate actively in CoC-level discussions. Meetings will be open to the public for the purposes of transparency and for interested parties to learn more about the CoC and its activities. However, voting will be limited to CoC members only.

Each voting member of the CoC shall have one (1) vote. Should an organizational member have multiple individuals present at a meeting where voting occurs, it will have only one (1) organizational vote.

Quorum will be one-third (1/3) of the CoC's voting members. Votes may be held in person but may also be held and confirmed by the same quorum via email for time sensitive matters.

Collaborative Applicant

The Collaborative Applicant is a designation by HUD to recognize the agency charged with submitting the HUD CoC application for funding each year, among other duties. AR-500 designates the City of Little Rock as its Collaborative Applicant.

The responsibilities of the Collaborative Applicant include:

- Maintain a full-time position to provide staff support to the CoC and the CoC Board.

Governance Charter for AR-500 (Little Rock/Central Arkansas)
Continuum of Care (CoC)

- Develop, follow, and update as needed the CoC's governance documents, which includes all policies and procedures needed to comply with HUD requirements, including a code of conduct and recusal process for the CoC Board, its chair(s), and any person acting on behalf of the CoC.
- Hold meetings of the full membership, with published agendas, at least semi-annually.
- Coordinate the implementation of a housing and service system within the CoC's geographic area that meets the needs of individuals and families experiencing homelessness. This will include, at a minimum:
 - Outreach, engagement, and assessment;
 - Shelter, housing, and supportive services; and,
 - Prevention strategies.
- In consultation with the Emergency Solutions Grants (ESG) recipient and subrecipients within the CoC's service area, draft written standards for providing CoC assistance.
- In consultation with the Emergency Solutions Grants (ESG) recipient and the area's victim service providers, draft an emergency transfer plan policy that supports the safety of survivors and is compliant with 24 CFR 578.99(j).
- Consult with CoC recipients and subrecipients to establish performance targets appropriate for population and program type.
- Report CoC and ESG project and system-level outcomes to HUD annually.
- Plan for and conduct a point-in-time count of all sheltered and unsheltered homeless persons that meets HUD's requirements within the CoC's geographic area, including a housing inventory of shelters, transitional and permanent housing for individuals and families experiencing homelessness, including any subpopulations (ex. veterans) that HUD requests. This count will occur at least one time per calendar year.
- Conduct an annual gaps analysis of the needs of people experiencing homelessness as compared to available housing and services within the CoC's geographic area.
- Provide information required to complete the Consolidated Plan(s) within the CoC's geographic area.
- Share information with the CoC Board to facilitate effective leadership of the CoC.
- Design, operate, and follow a collaborative process for the development of a CoC application to HUD.
- Prepare the CoC Planning Grant application and administer awarded CoC Planning grant funds, including providing required matching funds.
- Submit the final application in response to the CoC Notice of Funding Opportunity (NOFO).

CoC Board of Directors

The Board is an elected body of the CoC individually drawn from membership that provides strategic oversight of the homeless assistance resources and activities related to the prevention and end of homelessness in the CoC's geographic area.

The responsibilities of the CoC Board include:

- Meet monthly, with published agendas.

Governance Charter for AR-500 (Little Rock/Central Arkansas)
Continuum of Care (CoC)

- Engage community leaders to develop and implement comprehensive strategies to reduce and end homelessness in the CATCH geographic service area: Pulaski, Lonoke, Saline, and Prairie counties.
- Establish priorities that align with local and federal policies for recommending projects for CoC-related grant funding.
- Bring recommendations on CoC-related business to the membership body for approval.
- Recommend to the CoC a Collaborative Applicant, HMIS Lead Agency, and Coordinated Entry Lead Agency for the region.
- Develop a proposed plan regarding public education on homelessness, advocacy at the state or local level related to housing and homelessness, and policy recommendations to state or local governments in the CoC region.
- Appoint committees, subcommittees, or workgroups as may be deemed necessary to support the CoC's efforts to prevent and end homelessness.
- Review and approve the CoC's written standards, at least annually.
- Provide programmatic oversight of the Collaborative Applicant regarding the performance targets established for contract recipients and subrecipients appropriate for population and program type.
- Conduct annual evaluations of the Collaborative Applicant, HMIS Lead Agency, and Coordinated Entry Lead Agency.
- Approve the CoC's HMIS data privacy, data security, and data quality plans.
- Support the Collaborative Applicant's application, scoring and review process for all CoC-related funding proposals.
- Coordinate with the Collaborative Applicant on all funding proposals related to CoC activities.
- Approve the final application before submission to HUD for the CoC NOFO.

Collaborative Applicant and CoC Board of Directors (in partnership)

The Collaborative Applicant and CoC Board will coordinate activities and work in collaboration to conduct the following activities:

- Prepare for and facilitate membership meetings.
- Assess the performance of the CoC; identify gaps; develop and implement strategies to address gaps and improve the overall CoC performance, including implementation of best practices.
- Monitor performance of CoC and ESG recipients and subrecipients in the CoC's geographic area.
- Evaluate CoC and ESG project outcomes.
- Take action against CoC and ESG projects that perform poorly. "Take action" is broad and may range from offering technical assistance and support to reallocating funds.
- Propose revisions to this Governance Charter to ensure compliance with all procedures and policies needed to comply with HUD requirements.
- Consult with the ESG recipient for the geographic area on the plan to allocate ESG funds and report on and evaluate the performance of ESG recipients and subrecipients.

Governance Charter for AR-500 (Little Rock/Central Arkansas)
Continuum of Care (CoC)

- Identify best practices to implement in the CoC and educate CoC member agencies about best practices.
- Determine whether the Collaborative Applicant should apply for a Unified Funding Agency designation.
- Implement an Emergency Response Plan by planning, developing and meeting with the Board of Directors before an unexpected incidence happens that requires immediate action such as Severe Weather Warnings (Winter Storms or Extreme Heat), Natural Disaster, Health and Safety Disaster, etc.

HMIS Lead Agency

The HMIS Lead Agency is the entity designated by the CoC to manage the CoC's Homeless Management Information System (HMIS) in accordance with the requirements of the CoC Program Interim Rule and all HMIS requirements prescribed by HUD on the CoC's behalf. AR-500 has designated People Trust as its HMIS lead agency. Further, AR-500 has selected Community Services (vendor: WellSky) as its HMIS software.

The responsibilities of the HMIS Lead Agency include:

- Review, revise and submit for approval to the CoC Board a CoC HMIS data privacy plan, data security plan, and data quality plan.
- Ensure the CoC has a successful and operational HMIS and that the HMIS is administered in compliance with HUD requirements.
- Ensure consistent participation by CoC and ESG recipients and subrecipients in the HMIS.
- Develop and follow a reporting calendar, including dates and deadlines for reporting requirements and submissions.
- Support HMIS end users through regular training and technical assistance.
- Provide regular reports for the CoC Board on project-level and system-level data quality.
- Coordinate efforts to encourage non-HUD funded projects to participate in HMIS.
- Generate reports as needed to assist with performance review, funding processes, and decision making. Make these reports easy to understand and use for end users.
- Review HMIS plans, policies and procedures, end user agreements and other required documents annually and update as needed.

Coordinated Entry Lead Agency

The Coordinated Entry Lead Agency is the entity designated by the CoC to manage the CoC's Coordinated Entry System (CES) in accordance with the requirements of the CoC Program Interim Rule and all relevant CES notices. AR-500 has designated People Trust as the Coordinated Entry Lead Agency.

The responsibilities of the Coordinated Entry Lead Agency include:

- Manage the day-to-day operation of coordinated entry, which includes the use of the CoC's HMIS.

Governance Charter for AR-500 (Little Rock/Central Arkansas)
Continuum of Care (CoC)

- Update and maintain information on program vacancies/openings on a weekly basis regardless of whether there are new openings to report.
- Regularly update and make current all programs eligibility guidelines and program contact information so that housing and service providers can make the best referrals possible.
- Ensure that when a referral is made, the Coordinated Entry Lead Agency People Trust confirms within two (2) business days whether the referral is accepted, declined by provider or client, is pending, or the provider is unable to contact the client.
- Lead monthly Coordinated Entry Committee meetings, including identification of issues, recommendations, and solutions. Work closely with the HMIS Lead to identify and resolve problems and challenges with CE-specific tasks in the HMIS.
- Ensure that all CE access points will use the same screening and assessment tool, data collection forms, policies on eligibility verification and referral/information-sharing systems.

Board of Directors - Membership and Voting

The AR-500 Board will have at least eleven (11) but no more than fifteen (15) Directors. Directors are individuals and not specific organizations. Special elections will be called if the Board of Directors census drops below eleven (11) members.

To be eligible to serve on the CoC Board, an individual or an individual's organization must have been an active member of AR-500 for at least one (1) year and be a member in good standing (meeting attendance and participation in CoC activities).

Per 24 578.5 (b)(2), the CoC Board will have at least one member who has experienced or is currently experiencing homelessness.

Voting procedures for the CoC membership and the Board of Directors will follow Robert's Rules of Order.

Non-Discrimination

AR-500 will make active efforts to seek geographic, demographic, and socioeconomic diversity among its Directors, and shall not discriminate based on race, ethnicity, gender, age, religion, or sexual orientation.

Director Selection

AR-500 should reflect the diversity of its membership which include skill sets and functions of the CoC board members. The CoC Board will develop a committee structure to create and administer a nomination and election process for additional board members. This committee will bring any recommendations for Directors to the CoC membership for review and approval.

No single organization may hold more than one (1) seat on the Board. Currently funded CoC agencies shall comprise no more than one-third of the Board at any given time.

Governance Charter for AR-500 (Little Rock/Central Arkansas)
Continuum of Care (CoC)

Terms

Directors may serve up to two (2) three-year terms consecutively, for a total of six (6) consecutive years. At the end of two (2) full terms, an individual must roll off the board for a period of at least one (1) year before returning to board service through election by the CoC membership. The CoC membership elects the Directors and must approve a second term for any Director.

It is expected that Directors will:

- Serve actively on at least one (1) CoC committee.
- Attend at least 75% of the regularly scheduled board meetings per year, unless excused by the Board President. Board meetings are expected to occur monthly except for months when there is a General Membership meeting.
- Serve as an ambassador in the community on behalf of AR-500 and support all efforts to prevent and end homelessness in Central Alabama.

Leadership

Leadership of the Board will be decided annually by a majority vote of the CoC Board at the first December meeting.

- The President shall serve as the Executive Officer of AR-500 and will preside at all board meetings.
- The President Elect shall, in the absence of the President or in the event of the President's inability to act, perform the duties of the President.
- The Secretary shall keep meeting minutes (or shall designate a person at the board meeting to keep minutes), ensure notice for meetings is properly given, maintain meeting minutes, and keep an updated register of Director contact information.

Termination

If a Director wishes to resign, the Director will submit a letter of resignation to the President.

Directors may be dismissed from the Board for reasons of gross misconduct or failure to meet expectations as determined by 2/3 vote of the CoC Board.

Decision Making and Voting

A meeting quorum will consist of a majority of sitting Directors. Attendance at a meeting is defined as in-person or via telephone/video conference when available. Votes may also be held and confirmed by the same quorum via email for time sensitive matters and when called for by the Executive Committee.

Relationship between the CoC Board and CoC Membership

The CoC Board meetings will be open to the full membership and the board will have meeting minutes available upon request. The CoC Board will encourage and maintain full membership involvement by including CoC members in workgroups and committees and sharing information,

Governance Charter for AR-500 (Little Rock/Central Arkansas)
Continuum of Care (CoC)

including meeting minutes, resources for homeless services providers, plans and implementation progress, data about homelessness in the region and funding availability, via email distribution or via the CoC website. The Collaborative Applicant will assist with these efforts.

Conflict of Interest

Any individual participating in or influencing decision making must identify actual or perceived conflicts of interest as they arise and comply with the letter and script of this policy. Disclosure should occur at the earliest possible time and, if possible, prior to the discussion of any such issues. Individuals with an appearance of an actual or perceived conflict of interest should abstain from any discussion and voting on any issues in which they may have a perceived conflict. An individual with a conflict who is the CoC Board President shall yield that position during discussion and abstain from voting on the item. Each CoC Board member must sign a Conflict of Interest Statement annually.

Committees

The AR-500 CoC Board is responsible for appointing committees, subcommittees, or workgroups to support the CoC's efforts to prevent and end homelessness. Committees can include board members, CoC membership, and other interested parties. The standing committees include:

- Executive: The CoC Board will have an Executive Committee consisting of a 1) President, 2) President Elect, 3) Secretary, and 4) two (2) Directors who serve as liaisons of board committees. All actions taken by the Executive Committee require CoC Board approval which will take place at the next scheduled board meeting. In addition, it will prepare planned agendas and determine next steps for CoC meetings, review the Governance Charter regularly and offer edits and amendments to the full CoC Board for review and approval annually.
- Membership and Training: This committee is responsible for CoC membership recruitment, development, and facilitation of membership orientation materials, and seeking out training and educational opportunities for the membership body. It will also serve as the board's nomination committee, seeking out and accepting nominations for Directors from the general membership, and will prepare a slate of officers for the CoC Board to vote on annually.
- Public Policy and Community Awareness: This committee is responsible for 1) preparing and disseminating general information on homelessness and AR-500's activities to the broader community, 2) review and disseminate federal, state, and local legislative and public policy information affecting homelessness, and 3) preparing public policy position papers, articles, and/or materials on behalf of AR-500.
- Monitoring and Evaluation: This committee, working in collaboration with the Collaborative Applicant, will establish a monitoring and evaluation procedure for AR-500, will engage in performance monitoring of CoC and ESG projects, and prepare and report on project- and system-level outcomes and performance to the CoC membership.

Governance Charter for AR-500 (Little Rock/Central Arkansas)
Continuum of Care (CoC)

- Data: This committee develops policies and procedures and provides oversight to the HMIS Lead Agency on HMIS issues including project participation, participant privacy, data security, data quality, and HMIS governance. It assists the HMIS Lead Agency with ensuring HMIS participation across the CoC. This committee also hears grievances related to sanctions by the HMIS Lead agency. Finally, this committee will lead the annual process of reviewing the performance of the HMIS Lead Agency and the annual process of either re-appointing the HMIS Lead Agency or undertaking a competitive process.

The CoC Board may create ad hoc committees for special activities and to support CoC activities throughout the year such as the annual HUD competition rating and ranking process and Point-in-Time count. These ad hoc committees will be formed, and dissolve as needed. A description of such committees is below.

- Competition: The committee will review grant proposals and make decisions on awards for grant programs. Committee members shall analyze the grants before they are accepted, renewed or subject for continuation.
- Rank and Review: The committee is responsible for reviewing, ranking and scoring each applicant applying for CoC grants. Committee members will meet to discuss any concerns or additional documentation needed to rank and score applicants.
- Point in Time (PIT) Count: The committee responsible for planning and recruiting PIT Count volunteers and suggesting other local service providers to assist with the count, select count sites, planning meetings, trainings, and participate in the PIT Count.

Amendments

This charter may be amended at any time by a majority vote of both the CoC Board and the AR-500 membership.

| AR-500 Governance Charter Version History | |
|--|-----------------------------------|
| <i>February 9, 2024</i> | <i>AR-500 Board of Directors</i> |
| <i>April 19, 2024</i> | <i>AR-500 Board of Directors</i> |
| <i>May 17, 2024</i> | <i>AR-500 Membership Approval</i> |