

## **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 2021 CoC Program grant competition.
  - Additional training resources can be found on the HUD.gov at [https://www.hud.gov/program\\_offices/comm\\_planning/coc](https://www.hud.gov/program_offices/comm_planning/coc).
- Questions regarding the FY 2021 CoC Program Competition process must be submitted to [CoCNOFO@hud.gov](mailto:CoCNOFO@hud.gov).
- Questions related to e-snaps functionality (e.g., password lockout, access to user's application account, updating Applicant Profile) must be submitted to [e-snaps@hud.gov](mailto:e-snaps@hud.gov).
- Project applicants are required to have a Data Universal Numbering System (DUNS) number and an active registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) in order to apply for funding under the Continuum of Care (CoC) Program Competition. For more information see the FY 2021 CoC Program Competition NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2021 CoC Program Competition NOFO.
- Detailed instructions can be found on the left menu within e-snaps and on the HUD Exchange. They contain comprehensive instructions and should be used in tandem with the navigational guides, which are also found on the HUD Exchange.
- Before completing the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps, particularly the Authorized Representative and Alternate Representative forms as HUD uses this information to contact you if additional information is required (e.g., allowable technical deficiency).
- HUD reserves the right to reduce or reject any new or renewal project that fails to adhere to 24 CFR Part 578 and application requirements set forth in the FY 2021 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:** 10/20/2021

**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:** Miriam's House, Inc.

**b. Employer/Taxpayer Identification Number (EIN/TIN):** 54-1606543

<b>c. Organizational DUNS:</b>	835699075	PLUS 4	
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### d. Address

**Street 1:** 409 Magnolia Street

**Street 2:**

**City:** Lynchburg

**County:**

**State:** Virginia

**Country:** United States

**Zip / Postal Code:** 24503

### 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:** Kristen

**Middle Name:**

**Last Name:** Nolen

**Suffix:** MSW

**Title:** Director of Housing Services

**Organizational Affiliation:** Miriam's House, Inc.

**Telephone Number:** (434) 847-1101

**Extension:**

**Fax Number:** (434) 528-2725

**Email:** kristen@miriamshouse.org

## 1C. SF-424 Application Details

**9. Type of Applicant:** M. Nonprofit with 501C3 IRS Status

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

**11. Catalog of Federal Domestic Assistance Title:** CoC Program

**CFDA Number:** 14.267

**12. Funding Opportunity Number:** FR-6400-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):** Virginia  
(for multiple selections hold CTRL+Key)

**15. Descriptive Title of Applicant's Project:** VA-508 CoC Planning 2021

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

**a. Applicant:** VA-006  
**b. Project:** VA-006  
(for multiple selections hold CTRL+Key)

**17. Proposed Project**

**a. Start Date:** 09/01/2022  
**b. End Date:** 08/31/2023

**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:** Mrs.

**First Name:** Sarah

**Middle Name:**

**Last Name:** Quarantotto

**Suffix:** MSW

**Title:** Executive Director

**Telephone Number:** (434) 847-1101  
**(Format: 123-456-7890)**

**Fax Number:** (434) 528-2725  
**(Format: 123-456-7890)**

**Email:** sarah@miriamshouse.org

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

**Date Signed:** 10/20/2021



# 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:** Miriam's House, Inc.

**Prefix:** Mrs.

**First Name:** Sarah

**Middle Name:**

**Last Name:** Quarantotto

**Suffix:** MSW

**Title:** Executive Director

**Organizational Affiliation:** Miriam's House, Inc.

**Telephone Number:** (434) 847-1101

**Extension:** 101

**Email:** sarah@miriamshouse.org

**City:** Lynchburg

**County:**

**State:** Virginia

**Country:** United States

**Zip/Postal Code:** 24503

**2. Employer ID Number (EIN):** 54-1606543

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

### 4. Amount of HUD Assistance Requested/Received

**4a. Total Amount Requested for this project: \$15,877**

(Requested amounts will be automatically entered within applications)

**5. State the name and location (street address, city and state) of the project or activity:** VA-508 CoC Planning 2021 409 Magnolia Street  
Lynchburg Virginia

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 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:** Sarah Quarantotto , Executive Director

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

**Date Signed:** 10/20/2021

# 1H. HUD 50070

## HUD 50070 Certification for a Drug Free Workplace

**Applicant Name:** Miriam's House, Inc.

**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 Federalagency 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**

X
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**acknowledge that making, presenting, submitting, or causing to be submitted a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.**



WARNING: 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:** Mrs.

**First Name:** Sarah

**Middle Name**

**Last Name:** Quarantotto

**Suffix:** MSW

**Title:** Executive Director

**Telephone Number:** (434) 847-1101  
**(Format: 123-456-7890)**

**Fax Number:** (434) 528-2725  
**(Format: 123-456-7890)**

**Email:** sarah@miriamshouse.org

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

**Date Signed:** 10/20/2021

## **CERTIFICATION REGARDING LOBBYING**

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

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

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

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

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

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

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

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

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

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

X
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**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:** Miriam's House, Inc.

**Name / Title of Authorized Official:** Sarah Quarantotto , Executive Director

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

**Date Signed:** 10/20/2021

# 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:** Miriam's House, Inc.

**Street 1:** 409 Magnolia Street

**Street 2:**

**City:** Lynchburg

**County:** Lynchburg

**State:** Virginia

**Country:** United States

**Zip / Postal Code:** 24503

**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.**

X

**Authorized Representative**

**Prefix:** Mrs.

**First Name:** Sarah

**Middle Name:**

**Last Name:** Quarantotto

**Suffix:** MSW

**Title:** Executive Director

**Telephone Number:** (434) 847-1101  
**(Format: 123-456-7890)**

**Fax Number:** (434) 528-2725  
**(Format: 123-456-7890)**

**Email:** sarah@miriamshouse.org

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

**Date Signed:** 10/20/2021



## 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:** Miriam's House, Inc.  
**Prefix:** Mrs.

**First Name:** Sarah

**Middle Name:**

**Last Name:** Quarantotto

**Suffix:** MSW

**Title:** Executive Director

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

**Date Signed:** 10/20/2021

## 2A. Project Detail

- 1. CoC Number and Name:** VA-508 - Lynchburg CoC
- 2. Collaborative Applicant Name:** Miriam's House, Inc.
  
- 3. Project Name:** VA-508 CoC Planning 2021
  
- 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 Collaborative Applicant (CA), Miriam’s House (MH), employs a Homeless System Coordinator to fulfill the responsibilities of the CA. This project covers the partial salary of the Homeless System Coordinator (job description attached) responsible for the day to day operations of the CoC, administering the CoC’s HMIS, and planning for the CoC. The CA provides support to the CoC Board and committees in system and project performance evaluation, using data to inform CoC decisions, setting priorities and benchmarks and monitoring the CVCoC Strategic Plan to End Homelessness. The CA provides oversight to the CoC’s coordinated entry process to ensure compliance with HUD guidance. The CA oversees the revision of the CoC’s Policies & Procedures to include specific policies on board selection, the system serving those fleeing domestic violence, written standards for project admission and assistance, HMIS privacy and security and a Data Quality Plan and submits all documents to the CoC Board for approval. The CA planning responsibilities include holding membership meetings each quarter, recruiting new members quarterly, and working with the membership to coordinate and implement a housing and service system to meet the needs of the homeless population and subpopulations within the Lynchburg CoC. The CA coordinates various funding streams such as ESG and CoC funds and ensures compliance with the interim rule and the most recent NOFO. Other planning duties include conducting a twice a year point-in-time count of homeless persons within the geographic area, conducting an annual gaps analysis of the homeless needs and services available, providing information to complete the Consolidated Plan(s) within the geographic area, and consulting with state and local government ESG program recipients within the CoC on the plan for allocating ESG program funds and reporting on and evaluating the performance of ESG program recipients and subrecipients. The CA, with Board approval, has established a collaborative and objective process for determining the allocation of state and federal homeless response grant funds. The CA oversees the CoC’s VAWA emergency transfer plan to ensure safety and compliance.

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

Miriam’s House has been the Collaborative Applicant (CA) for the Lynchburg CoC since July 1, 2017. The planning functions of MH have been underway since that time and there will be no lag in continuing to perform the activities outlined in this grant application. The staff working to fulfill the requirements of a Collaborative Applicant include a Homeless System Coordinator, the Director of Housing Services and the Executive Director. All staff are in place and have extensive experience in fulfilling the planning activities of the CoC. The Homeless System Coordinator and Director of Housing Services are supervised by the Executive Director. The Executive Director has a Masters in Social Work

and 12 years of homeless response experience. The Director of Housing Services also possesses a Masters in Social Work with 9 years of homeless response experience. The Homeless System Coordinator has 6 years of project management experience providing technical support and project planning at an organizational level. These 3 staff members have weekly planning meetings and monthly meetings with the CoC board to coordinate and carry out CA responsibilities. Infrastructure to support the CoC planning functions of MH have already been established through the CoC Policies and Procedures which include the written standards. Additionally the CoC participated in a strategic planning process in 2020 which updated the CoC plan to end homelessness along with goals and benchmarks for system performance. The Policies and Procedures and the Strategic Plan to End Homelessness guide the work of the CA, the CoC membership, and CoC Board. Miriam's House has managed the HMIS Lead role for the past 13 years and established and led the CoC in 1996. MH, as the Collaborative Applicant, is responsible to the CoC Board to fulfill the functions as outlined in 24 CFR 578 and the CoC Policies and Procedures. The CoC Board conducted a monitoring and evaluation of MH's performance in serving as the Collaborative Applicant during FY20. The report was favorable and the CoC Board has selected MH to remain the Collaborative Applicant for FY21.

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

These funds enable the Collaborative Applicant (CA) to employ a Homeless System Coordinator which increases the Lynchburg CoC's capacity to monitor and evaluate CoC and ESG projects. As CA, Miriam's House has developed monitoring tools based on all applicable grant and statutory regulations as well as local priorities and written standards. The Homeless System Coordinator provides support to the Monitoring and Evaluation Committee of the CoC to complete annual CoC and ESG project audits which include evaluations of data quality, outcomes, project standards, and financial practices. The Homeless System Coordinator reports CoC and ESG project audit outcomes to the CoC Board which inform renewal, reallocation and reduction decisions. Data is regularly pulled on project-level performance to determine the need for technical assistance or additional training. The Homeless System Coordinator works with the CoC Board to evaluate system performance consistent with standards outlined in the CoC Policies and Procedures.

### 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
Homeless and Housing Services	Works to improve the homeless response system through program development, gaps analysis, best practices education, evaluation of program guidelines to ensure low barrier and low maintenance policies and makes policy recommendations to the Board in an effort to improve homeless response	Bi-Monthly	Horizon, Miriam's House, Lynchburg Redevelopment and Housing Authority, Lynchburg Community Action Group, Lynchburg and Bedford Dept. of Social Services, Veteran Affairs, Lynchburg City Schools, Salvation Army, Tap, Community Access Network
Community Commitment	Tasked with increasing public awareness of homeless response efforts, recruiting new members to the CoC membership, and educates stakeholders on community policies and legislation aimed at ending homelessness.	Monthly	Horizon Behavioral Health, Community Access Network, Virginia Legal Aid Society, Miriam's House, HumanKind, Gospel Community Church-Rivermont, Rush Homes, Central Virginia Community College, Virginia Office of the Public Defender
Monitoring and Evaluation	Reviews CoC/ESG funded projects through site visits, evaluation of performance, outcomes and financial audits to provide Board with recommendation to reduce, reallocate or renew.	Quarterly	Miriam's House, City of Lynchburg, United Way of Central VA, Lynchburg Redevelopment and Housing Authority, Lynchburg Department of Social Services
Policies and Procedures	Tasked with the governance of the CoC by regularly reviewing and amending governance documents including written standards, coordinated entry standards, HMIS policies and all other governance documents.	Quarterly	Virginia Legal Aid Society, Miriam's House, HumanKind, Horizon Behavioral Health
Data and Performance	Oversees the training needs of HMIS users, ensures system completeness for data entry, develops policies and the data quality plan. Oversees data quality and oversees the CoC's data collection, sharing and privacy and other HUD requirements.	Quarterly	Miriam's House, Lynchburg Community Action Group, Lynchburg Redevelopment and Housing Authority, Salvation Army, Community Access Network



## 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:	\$3,969
Total Value of In-Kind Commitments:	\$0
Total Value of All Commitments:	\$3,969

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

Type	Source	Contributor	Value of Commitments
Cash	Private	Greater Lynchburg...	\$3,969

## Sources of Match Details

- 1. Type of commitment:** Cash
- 2. Source:** Private
- 3. Name of source:** Greater Lynchburg Community Foundation  
Miriam's House Trust  
**(Be as specific as possible and include the office or grant program as applicable)**
- 4. Value of Written Commitment:** \$3,969

## 4B. Funding Request

**1. Will it be feasible for the project to be under grant agreement by September 15, 2023?** 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)
<b>1. Coordination Activities</b>	CoC Homeless System Coordinator- 1 FTE @ \$27.23 for 84 hours per grant year	\$2,287
<b>2. Project Evaluation</b>	CoC Homeless System Coordinator- 1 FTE @ \$27.23 for 84 hours per grant year	\$2,287
<b>3. Project Monitoring Activities</b>	CoC Homeless System Coordinator- 1 FTE @ \$27.23 for 84 hours per grant year	\$2,287
<b>4. Participation in the Consolidated Plan</b>	CoC Homeless System Coordinator- 1 FTE @ \$27.23 for 84 hours per grant year	\$2,287
<b>5. CoC Application Activities</b>	CoC Homeless System Coordinator- 1 FTE @ \$27.23 for 84 hours per grant year	\$2,287
<b>6. Determining Geographical Area to Be Served by the CoC</b>		
<b>7. Developing a CoC System</b>	CoC Homeless System Coordinator- 1 FTE @ \$27.23 for 60 hours per grant year	\$1,634
<b>8. HUD Compliance Activities</b>	CoC Homeless System Coordinator- 1 FTE @ \$27.23 for 103.12 hours per grant year	\$2,808
<b>Total Costs Requested</b>		\$15,877
<b>Cash Match</b>		\$3,969
<b>In-Kind Match</b>		\$0
<b>Total Match</b>		\$3,969
<b>Total Budget</b>		\$19,846

**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	Miriam's House Co...	09/22/2021
2. Other Attachment(s)	No	Miriam's House Ho...	09/22/2021

## Attachment Details

**Document Description:** Miriam's House CoC Match 2021

## Attachment Details

**Document Description:** Miriam's House Homeless System Coordinator  
Job Description

## 5B. Certification

### A. For all projects:

#### Fair Housing and Equal Opportunity

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

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

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

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

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

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

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

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

If persons of any particular race, color, religion, sex, age, national origin, familial status, or

disability who may qualify for assistance are unlikely to be reached, it will establish additional procedures to ensure that interested persons can obtain information concerning the assistance.

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

**1-Year Operation Rule.**

For applicants receiving assistance for CoC planning: the project will be operated for the purpose specified in the application for any year for which such assistance is provided.

**D. Explanation.**

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

**Name of Authorized Certifying Official:** Sarah Quarantotto

**Date:** 10/20/2021

**Title:** Executive Director

**Applicant Organization:** Miriam's House, Inc.

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

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

X

## 6A. Submission Summary

Page	Last Updated
<b>1A. SF-424 Application Type</b>	No Input Required
<b>1B. SF-424 Legal Applicant</b>	No Input Required
<b>1C. SF-424 Application Details</b>	No Input Required
<b>1D. SF-424 Congressional District(s)</b>	09/22/2021
<b>1E. SF-424 Compliance</b>	09/16/2021
<b>1F. SF-424 Declaration</b>	09/16/2021
<b>1G. HUD 2880</b>	09/16/2021
<b>1H. HUD 50070</b>	09/16/2021
<b>1I. Cert. Lobbying</b>	09/16/2021
<b>1J. SF-LLL</b>	09/16/2021



<b>IK. SF-424B</b>	09/16/2021
<b>2A. Project Detail</b>	09/16/2021
<b>2B. Description</b>	09/22/2021
<b>3A. Governance and Operations</b>	09/16/2021
<b>3B. Committees</b>	09/17/2021
<b>4A. Match</b>	09/22/2021
<b>4B. Funding Request</b>	09/22/2021
<b>5A. Attachment(s)</b>	09/22/2021
<b>5B. Certification</b>	09/17/2021



Greater Lynchburg  
Community Foundation

*Serving the City of Lynchburg and the counties of Amherst, Appomattox, Bedford and Campbell*

September 20, 2021

Dept. of Housing & Urban Development  
Richmond Field Office  
600 East Broad Street, Third Floor  
Richmond, VA 23219

Dear Sir or Madam:

This will advise that the Greater Lynchburg Community Foundation administers an endowment fund, established January 1, 1998, specifically designated for Miriam's House. According to the original Declaration of Trust, "it is intended that the income be used and applied by the Trustees in a manner so as to assist in defraying the costs of staffing, operating and maintaining the Housing Facility, or otherwise meeting the needs of the Grantor Purpose." As of December 31, 2020, the market value of the Miriam's House Endowment Fund was \$1,895,846.29.

The Board of Directors of the Greater Lynchburg Community Foundation has a current policy of paying out 5% of the market value of its endowment funds, based on a twelve-quarter rolling average. The Greater Lynchburg Community Foundation ensures a \$91,078.00 match in 2021 under the provisions of the Miriam's House Endowed Trust.

Sincerely,

William J. Bodine  
President & CEO

## JOB DESCRIPTION

Job title: **Homeless System Coordinator** (Non-Exempt, Full-time, Salaried Employee)

Reports to: Miriam's House Executive Director

Salary range: \$35,000- \$45,000



Areas of responsibility:

1. Coordinate regional homeless response
2. Oversee the coordinated entry system
3. Manage local homelessness data
4. Facilitate funding requests
5. CoC reporting
6. Administration

### **DESCRIPTION OF RESPONSIBILITIES:**

1. Coordinate regional homeless response. The Homeless System Coordinator will:
  - a) Carry out responsibilities of CoC Lead/Collaborative Applicant as described in the CVCoC Policies and Procedures
  - b) Manage the revision & implementation of Continuum of Care's strategic plan to end homelessness
  - c) Provide best practice information to providers and coordinated intake along with technical assistance
  - d) Support the Monitoring and Evaluation Committee of the CoC in monitoring, reviewing, and evaluating homeless assistance services, activities and expenditures
  - e) Evaluate community needs and service gaps
  - f) Interpret local, state and federal guidelines and provide relevant information to grantees and CoC Board
  - g) Represent the CVCoC in external homeless reduction efforts and advocacy
2. Oversee the coordinated entry system. The Homeless System Coordinator will:
  - a) Provide direct supervision to the Coordinated Entry Specialist
  - b) Manage the CoC's By-Name-List
  - c) Oversee all coordinated entry referrals for housing programs based on prioritization and guidelines
  - d) Regularly update coordinated entry referral forms, assessments and processes to ensure streamlined access
  - e) Serve as the liaison for all special housing programs with homeless preferences or prioritization
3. Manage local homelessness data. The Homeless System Coordinator will:
  - a) Liaise with HMIS administrator
  - b) Carry out function of the HMIS Lead Agency including onboarding new HMIS users, providing training and capacity support for existing users and troubleshooting HMIS problems and issues.
  - c) Monitor data entry practices and data quality of agencies & support improvements
  - d) Revise and monitor implementation of HMIS Policies and Procedures and Data Quality Plan
  - e) Coordinate with other data collection efforts
  - f) Identify unmet need and gaps in service
4. Facilitate funding requests. The Homeless System Coordinator will:
  - a) Prepare and organize annual HUD CoC Collaborative Application
  - b) Support CoC funded projects in HUD CoC Project Applications by providing technical assistance
  - c) Prepare and organize annual DHCD Homeless and Special Needs Housing Funding application
  - d) Prepare and organize other funding requests including city and county requests

5. CoC reporting. The Homeless System Coordinator will:
  - a) Complete HUD annual reports including PIT, HIC, System Performance Measures and AHAR
  - b) Spearhead PIT efforts along with PIT committee
  - c) Complete required DHCD reports
  - d) Monitor and report out on progress made towards the CVCoC Strategic Plan to End Homelessness
  - e) Provide to the CoC Board monthly, special and annual reports
  - f) Communicate with area stakeholders through public presentations, email, social media and website content
  
6. Administration. The Homeless System Coordinator will:
  - a) Support the Central Virginia Continuum of Care Board and all standing and ad hoc committees through attendance at meetings and providing information as requested
  - b) Oversee the revision and implementation of the CVCoC Policies and Procedures
  - c) Liaise with HUD and DHCD grant monitors to ensure compliance

Scheduled Hours: 40 hours weekly

Benefits: See *Miriam's House Management and Personnel Policies*.

Desired Qualifications:

Bachelor's degree, Master's degree preferred in social work, sociology, or a related field; 3-5 years of experience required. The successful candidate will have a minimum of three years' of increasingly responsible management/professional experience in housing and related services for those with special needs. Candidates should have knowledge of federal affordable and special needs housing program funding and requirements. Specifically, the successful candidate must possess experience with federal homeless continuum of care housing programs and requirements.

Other requirements:

- Criminal background checks.
- Basic knowledge of Microsoft Office – Outlook, Word, Excel
- Database management experience

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

My signature certifies that I have reviewed my job description and understand it. I agree to perform the duties outlined. I also understand that this position description is not an employment contract and employment relationships with Miriam's House are on an at-will basis.

Personnel  
Homeless System Coordinator  
6/23/2021