PALM BEACH COUNTY CONTINUUM OF CARE
HOMELESS AND HOUSING ALLIANCE

CONTINUUM OF CARE GRANTEE CERTIFICATION

Background: The Palm Beach County Continuum of Care – Homeless and Housing Alliance (HHA) along with the Division of Human Services (DHS) who serves as the collaborative applicant is charged by Housing and Urban Development (HUD) to operate and administer CoC activities and to monitor grantee performance. To further CoC goals and to clarify expectations, HHA is setting out grant recipient responsibilities in this document to be signed by an authorized representative of the grant recipient agency.

CoC grant recipients have a grant agreement with HUD. The grant recipient is responsible for adhering to all requirements and obligations outlined by HUD. In the event that grant recipient responsibilities change, revisions will be made to this certification and will require a new signature.

Before applying for renewal or new CoC funding, it is imperative that all project applicants read the CoC Program Interim Rule 24 CFR Part 578bas it provides the requirements for implementation and administration of the CoC Programs.

Agency:	
Contact Person:	
HHA Committee(s) Participating In:	

I have read and understand the expectations set forth in this certification.

_____   _____

Signature   Date

_____   _____

Printed Name   Title

Attachment A

COC INFORMATION

Committee Activities
- All grant recipients will participate in at least 60% of general HHA meetings and 70% of at least one of the HHA Sub-Committee meetings in a 12-month period
- All grant recipients will participate in at least one Sub-Committee
- All project applicants will present their CoC project application(s) to the Non-Conflict Grant Review Committee for local review
- All grant recipients will participate in the local coordinated assessment process as approved by the CoC
- Grant recipients are expected to support l Committee(s) covered by grant activities as they achieve the following standards:
  - Meet minimum standards
    - HHA meetings & Sub-Committee Meetings
    - Participate in coordinated assessment
    - Participate in PIT/HIC
    - HMIS Entry
    - Follow Program Approved Standards (Coordinated Entry, ES, TH, PSH, RRH, Housing First, Housing Focused Case Management)

HMIS Participation and Coverage
CoC grant recipients must collect the following information on the persons served and services provided during the grant period and enter this information into PBC Homeless Management Information System (HMIS). Domestic violence service providers are prohibited from participation in HMIS, but must demonstrate that they have a database comparable to an HMIS and are able to provide statistical information from that database upon request that does not compromise client privacy.

Universal Data Elements	Program Specific Data Elements
Name	Housing Status
Social Security Number	Income & Sources of Income
Date of Birth	Non-Cash Benefits
Race	Health Insurance
Ethnicity	Physical Disability
Gender	Developmental Disability
Veteran Status	Chronic Health Condition
Disabling Condition	HIV/AIDS
Residence Prior to Project Entry	Mental Health Problem
Project Entry Date	Substance Abuse
Project Exit Date	Domestic Violence
Destination at Project Exit	Residential Move-In Date (Rapid Rehousing)
Personal ID	Services Provided (Rapid Rehousing)
Household ID	Financial Assistance Provided (Rapid Rehousing)

Relationship to the Head of Household
Client Location
Length of Time on Street or in Emerg. Shelter

Project Parameters
- Permanent Supportive Housing projects will follow HUD guidelines for targeting and prioritizing PSH units for chronically homeless participants (HUD Notice CPD-16-11) and will follow the Palm Beach County Coordinated Intake and Assessment Standards and Housing First Program Standards.
- RRH projects will follow the Palm Beach County Coordinated Intake and Assessment Standards and Rapid Re-Housing Program Standards.
- Applications targeting youth will participate on the Unmet Needs Committee and any youth demonstration project(s) Palm Beach County is selected to participate in.

Grant Performance & Reports
- All grant recipients will receive approval from the CoC prior to requesting a grant extension from HUD
- All grant recipients will copy DHS on executed HUD grant agreements
- All grant recipients will report grant spending to CoC staff on an annual basis by submitting their final project spending report screen shot from eLOCCS
- All grant recipients will submit Point-in-Time Count and Housing Inventory Count data by deadlines established by DHS and local Committees
- All grant recipients will submit APR's to HUD on or before report deadline and copy DHS.
- In the event that a grant recipient can no longer administer their grant, the grant recipient will consult the CoC.