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## GRANT APPLICATION SUMMARY SHEET

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**Grant Name:** HUD Coordinated Entry Renewal 24-25  
**Department:** OFFICE OF HOMELESS SERVICES  
**Grantor:** U.S. DEPARTMENT OF HOUSING & URBAN DEVELOPME  
**Pass-Through Grantor (If applicable):**  
**Total Applied For** \$128,000.00  
**Metro Cash Match:** \$32,000.00  
**Department Contact:** Bill ClenDening  
862-2349  
**Status:** CONTINUATION

**Program Description:**

As the Coordinated Entry lead, the Office of Homeless Services is responsible for the planning, implementation, and improvement of Nashville's Coordinated Entry process. The operation of CE includes, but is not limited to, managing the community's By-Name List, leading weekly Care Coordination Meetings for all populations, facilitating and processing real time referrals to housing resources including RRH and PSH, providing training to the community, and reviewing data to regularly evaluate the CE process. OHS has identified the need of this grant to support the work of CE through staffing, program evaluation and community education

**Plan for continuation of services upon grant expiration:**

This is a renewal project so upon the expiration of this round of funding, we will seek renewal for the following HUD fiscal year. In the event that the application of that renewal is not granted, we will seek another source for operational funding.

**APPROVED AS TO AVAILABILITY OF FUNDS:**

**APPROVED AS TO FORM AND LEGALITY:**

*Kevin Crumbo/mjw* \_\_\_\_\_ 1/22/2024 | 1:  
\_\_\_\_\_  
Date

*Courtney Mohan* \_\_\_\_\_ 1/23/2024 | 8:45 AM CST  
\_\_\_\_\_  
ney Date

**APPROVED AS TO RISK AND INSURANCE:**

*Balogun Cobb* \_\_\_\_\_ 1/23/2024 | 9:28 AM CST  
\_\_\_\_\_  
sk Management Date  
Services

### Grants Tracking Form

#### Part One

<b>Pre-Application</b> <input type="radio"/>		<b>Application</b> <input checked="" type="radio"/>		<b>Award Acceptance</b> <input type="radio"/>		<b>Contract Amendment</b> <input type="radio"/>	
Department	Dept. No.	Contact	Phone	Fax			
OFFICE OF HOMELESS SERVICES	83	Bill ClenDening	862-2349				
<b>Grant Name:</b>		HUD Coordinated Entry Renewal 24-25					
<b>Grantor:</b>		U.S. DEPARTMENT OF HOUSING & URBAN DEVELOPMENT				<b>Other:</b>	
<b>Grant Period From:</b>		10/01/24		<small>(applications only) Anticipated Application Date:</small>		09/21/23	
<b>Grant Period To:</b>		09/30/25		<small>(applications only) Application Deadline:</small>		09/28/23	
<b>Funding Type:</b>		FED DIRECT		<b>Multi-Department Grant</b>		<input type="checkbox"/> <b>If yes, list below.</b>	
<b>Pass-Thru:</b>		Select Pass-Thru --- >		<b>Outside Consultant Project:</b>		<input type="checkbox"/>	
<b>Award Type:</b>		COMPETITIVE		<b>Total Award:</b>		\$128,000.00	
<b>Status:</b>		CONTINUATION		<b>Metro Cash Match:</b>		\$32,000.00	
<b>Metro Category:</b>		Est. Prior.		<b>Metro In-Kind Match:</b>			
<b>CFDA #</b>		14.267		<b>Is Council approval required?</b>		<input checked="" type="checkbox"/>	
<b>Project Description:</b>				<b>Applic. Submitted Electronically?</b>		<input checked="" type="checkbox"/>	
<p>As the Coordinated Entry lead, the Office of Homeless Services is responsible for the planning, implementation, and improvement of Nashville's Coordinated Entry process. The operation of CE includes, but is not limited to, managing the community's By-Name List, leading weekly Care Coordination Meetings for all populations, facilitating and processing real time referrals to housing resources including RRH and PSH, providing training to the community, and reviewing data to regularly evaluate the CE process. OHS has identified the need of this grant to support the work of CE through staffing, program evaluation and community education</p>							
<b>Plan for continuation of service after expiration of grant/Budgetary Impact:</b>							
This is a renewal project so upon the expiration of this round of funding, we will seek renewal for the following HUD fiscal year. In the event that the application of that renewal is not granted, we will seek another source for operational funding.							
<b>How is Match Determined?</b>							
<b>Fixed Amount of \$</b>		\$32,000.00		<b>or</b>		<b>% of Grant</b>	
<b>Explanation for "Other" means of determining match:</b>				<b>Other:</b>		<input type="checkbox"/>	
<b>For this Metro FY, how much of the required local Metro cash match:</b>							
<b>Is already in department budget?</b>		\$32,000.00		<b>Fund</b>		10101	
<b>Is not budgeted?</b>				<b>Business Unit</b>		53312650	
<b>(Indicate Match Amount &amp; Source for Remaining Grant Years in Budget Below)</b>				<b>Proposed Source of Match:</b>			
<b>Other:</b>							
<b>Number of FTEs the grant will fund:</b>				<b>Actual number of positions added:</b>			
<b>Departmental Indirect Cost Rate</b>		10.00%		<b>Indirect Cost of Grant to Metro:</b>		\$16,000.00	
<b>*Indirect Costs allowed?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No		<b>% Allow.</b>		10.00%		<b>Ind. Cost Requested from Grantor:</b>	
						\$11,520.00	
*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)							
<b>Draw down allowable?</b>		<input type="checkbox"/>					
<b>Metro or Community-based Partners:</b>							

#### Part Two

#### Grant Budget

Budget Year	Metro Fiscal Year	Federal Grantor	State Grantor	Other Grantor	Local Match Cash	Match Source (Fund, BU)	Local Match In-Kind	Total Grant Each Year	Indirect Cost to Metro	Ind. Cost Neg. from Grantor
Yr 1	FY24	\$96,000.00			\$24,000.00			\$120,000.00	\$12,000.00	\$8,640.00
Yr 2	FY25	\$32,000.00			\$8,000.00			\$40,000.00	\$4,000.00	\$2,880.00
Yr 3	FY26							\$0.00	\$0.00	\$0.00
Yr 4	FY27							\$0.00	\$0.00	\$0.00
Yr 5	FY28							\$0.00	\$0.00	\$0.00
<b>Total</b>		\$128,000.00	\$0.00	\$0.00	\$32,000.00		\$0.00	\$160,000.00	\$16,000.00	\$11,520.00
<b>Date Awarded:</b>				<b>Tot. Awarded:</b>				<b>Contract#:</b>		
<b>(or) Date Denied:</b>				<b>Reason:</b>						
<b>(or) Date Withdrawn:</b>				<b>Reason:</b>						

Contact: [juanita.paulsen@nashville.gov](mailto:juanita.paulsen@nashville.gov)  
[vaughn.wilson@nashville.gov](mailto:vaughn.wilson@nashville.gov)

GCP Rec'd 09/18/23

GCP Approve 09/18/23

*VW*

## Before Starting the Project Application

**To ensure that the Project Application is completed accurately, ALL project applicants should review the following information BEFORE beginning the application.**

Things to Remember:

- Additional training resources can be found on the HUD.gov at [https://www.hud.gov/program\\_offices/comm\\_planning/coc](https://www.hud.gov/program_offices/comm_planning/coc).
- Questions regarding the FY 2023 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 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 Fiscal Year (FY) 2023 Continuum of Care (CoC) Program Competition. For more information see FY 2023 CoC Program Competition NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2023 CoC Program NOFO.
- Detailed instructions can be found on the left menu within e-snaps. They contain more comprehensive instructions and so should be used in tandem with navigational guides, which are also found on the HUD Exchange.
- Before starting 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).
- Carefully review each question in the Project Application. Questions from previous competitions may have been changed or removed, or new questions may have been added, and information previously submitted may or may not be relevant. Data from the FY 2022 Project Application will be imported into the FY 2023 Project Application; however, applicants will be required to review all fields for accuracy and to update information that may have been adjusted through the post award process or a grant agreement amendment. Data entered in the post award and amendment forms in e-snaps will not be imported into the project application.
- Rental assistance projects can only request the number of units and unit size as approved in the final HUD-approved Grant Inventory Worksheet (GIW).
- Transitional housing, permanent supportive housing with leasing, rapid re-housing, supportive services only, renewing safe havens, and HMIS can only request the Annual Renewal Amount (ARA) that appears on the CoC's HUD-approved GIW. If the ARA is reduced through the CoC's reallocation process, the final project funding request must reflect the reduced amount listed on the CoC's reallocation forms.
- HUD reserves the right to reduce or reject any renewal project that fails to adhere to 24 CFR part 578 and the application requirements set forth in the FY 2023 CoC Program Competition NOFA.

**Applicant:** Metro Office of Homeless Services

08012018

**Project:** Coordinated Entry FY 2023

207001

# 1A. SF-424 Application Type

**1. Type of Submission:** Application

**2. Type of Application:** Renewal Project Application

**If "Revision", select appropriate letter(s):**

**If "Other", specify:**

**3. Date Received:** 09/14/2023

**4. Applicant Identifier:**

**5a. Federal Entity Identifier:**

**5b. Federal Award Identifier:** TN0269

**This is the first 6 digits of the Grant Number, known as the PIN, that will also be indicated on Screen 3A Project Detail. This number must match the first 6 digits of the grant number on the HUD approved Grant Inventory Worksheet (GIW).**

**Check to confirm that the Federal Award Identifier has been updated to reflect the most recently awarded grant number**

**6. Date Received by State:**

**7. State Application Identifier:**

**Applicant:** Metro Office of Homeless Services

08012018

**Project:** Coordinated Entry FY 2023

207001

## 1B. SF-424 Legal Applicant

### 8. Applicant

**a. Legal Name:** Office of Homeless Services

**b. Employer/Taxpayer Identification Number (EIN/TIN):** 62-0694743

**c. Unique Entity Identifier:** LGZLHP6ZHM55

### d. Address

**Street 1:** 800 2nd Ave North

**Street 2:**

**City:** Nashville

**County:** Davidson

**State:** Tennessee

**Country:** United States

**Zip / Postal Code:** 37201

### e. Organizational Unit (optional)

**Department Name:** Office of Homeless Services

**Division Name:**

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

**Prefix:** Mr.

**First Name:** Matt

**Middle Name:**

**Last Name:** Egbert

**Suffix:**

**Title:** Chief Financial Officer

**Organizational Affiliation:** Office of Homeless Services

**Telephone Number:** (615) 862-6401

**Extension:**

**Applicant:** Metro Office of Homeless Services

08012018

**Project:** Coordinated Entry FY 2023

207001

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**Fax Number:** (615) 862-6404

**Email:** [matt.egbert@nashville.gov](mailto:matt.egbert@nashville.gov)

**Applicant:** Metro Office of Homeless Services

08012018

**Project:** Coordinated Entry FY 2023

207001

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## 1C. SF-424 Application Details

**9. Type of Applicant:** B. County Government

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

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

**CFDA Number:** 14.267

**12. Funding Opportunity Number:** FR-6700-N-25

**Title:** Continuum of Care Homeless Assistance Competition

**13. Competition Identification Number:**

**Title:**

**Applicant:** Metro Office of Homeless Services

08012018

**Project:** Coordinated Entry FY 2023

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## 1D. SF-424 Congressional District(s)

**14. Area(s) affected by the project (State(s) only):** Tennessee  
(for multiple selections hold CTRL key)

**15. Descriptive Title of Applicant's Project:** Coordinated Entry FY 2023

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

**a. Applicant:** TN-005  
(for multiple selections hold CTRL key)

**b. Project:** TN-005  
(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:**

**Applicant:** Metro Office of Homeless Services

08012018

**Project:** Coordinated Entry FY 2023

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## 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:**

Applicant: Metro Office of Homeless Services

08012018

Project: Coordinated Entry FY 2023

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## 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: Ms.

First Name: April

Middle Name:

Last Name: Calvin

Suffix:

Title: Director of Office of Homeless Services

Telephone Number: (615) 862-6401  
(Format: 123-456-7890)Fax Number: (615) 880-2535  
(Format: 123-456-7890)

Email: april.calvin@nashville.gov

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

Date Signed: 09/14/2023

# 1G. HUD 2880

**Applicant/Recipient Disclosure/Update Report - form HUD-2880  
U.S. Department of Housing and Urban Development  
OMB Approval No. 2501-0017 (exp. 1/31/2026)**

## Applicant/Recipient Information

### 1. Applicant/Recipient Name, Address, and Phone

**Agency Legal Name:** Office of Homeless Services

**Prefix:** Ms.

**First Name:** April

**Middle Name:**

**Last Name:** Calvin

**Suffix:**

**Title:** Director of Office of Homeless Services

**Organizational Affiliation:** Office of Homeless Services

**Telephone Number:** (615) 862-6401

**Extension:**

**Email:** april.calvin@nashville.gov

**City:** Nashville

**County:** Davidson

**State:** Tennessee

**Country:** United States

**Zip/Postal Code:** 37201

**2. Employer ID Number (EIN):** 62-0694743

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

**Applicant:** Metro Office of Homeless Services

08012018

**Project:** Coordinated Entry FY 2023

207001

**4. Amount of HUD Assistance Requested/Received: \$128,000.00**

(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? (For further information, see 24 CFR Sec. 4.3).** Yes

**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

**Applicant:** Metro Office of Homeless Services

08012018

**Project:** Coordinated Entry FY 2023

207001

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**Name / Title of Authorized Official:** April Calvin, Director of Office of Homeless Services

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

**Date Signed:** 09/14/2023

Applicant: Metro Office of Homeless Services

08012018

Project: Coordinated Entry FY 2023

207001

## 1H. HUD 50070

### HUD 50070 Certification for a Drug Free Workplace

**Applicant Name:** Office of Homeless Services

**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.
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.
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.;
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;
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;
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;
g.	Making a good faith effort to continue to maintain a drugfree workplace through implementation of paragraphs a. thru f.

#### 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.

**Applicant:** Metro Office of Homeless Services

08012018

**Project:** Coordinated Entry FY 2023

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**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:** Ms.

**First Name:** April

**Middle Name**

**Last Name:** Calvin

**Suffix:**

**Title:** Director of Office of Homeless Services

**Telephone Number:** (615) 862-6401  
**(Format: 123-456-7890)**

**Fax Number:** (615) 880-2535  
**(Format: 123-456-7890)**

**Email:** april.calvin@nashville.gov

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

**Date Signed:** 09/14/2023

## **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.

**Applicant:** Metro Office of Homeless Services

08012018

**Project:** Coordinated Entry FY 2023

207001

**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:** Office of Homeless Services

**Name / Title of Authorized Official:** April Calvin, Director of Office of Homeless Services

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

**Date Signed:** 09/14/2023

**Applicant:** Metro Office of Homeless Services

08012018

**Project:** Coordinated Entry FY 2023

207001

# 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:** Office of Homeless Services

**Street 1:** 800 2nd Ave North

**Street 2:**

**City:** Nashville

**County:** Davidson

**State:** Tennessee

**Country:** United States

**Zip / Postal Code:** 37201

**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.

**Applicant:** Metro Office of Homeless Services

08012018

**Project:** Coordinated Entry FY 2023

207001

**Authorized Representative**

**Prefix:** Ms.

**First Name:** April

**Middle Name:**

**Last Name:** Calvin

**Suffix:**

**Title:** Director of Office of Homeless Services

**Telephone Number:** (615) 862-6401  
**(Format: 123-456-7890)**

**Fax Number:** (615) 880-2535  
**(Format: 123-456-7890)**

**Email:** april.calvin@nashville.gov

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

**Date Signed:** 09/14/2023

Applicant: Metro Office of Homeless Services

08012018

Project: Coordinated Entry FY 2023

207001

## 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.

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| 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: Office of Homeless Services

Prefix: Ms.

First Name: April

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**Middle Name:**

**Last Name:** Calvin

**Suffix:**

**Title:** Director of Office of Homeless Services

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

**Date Signed:** 09/14/2023

## Information About Submission without Changes

Follow the instructions below making note of the exceptions and limitations to the “Submit Without Changes” process.

In general, HUD expects a project’s proposed project application information will remain the same from year-to-year unless changes are directed by HUD or approved through the grant agreement amendment process. However, HUD expects applicants to carefully review their information to determine if submitting without changes accurately reflects the expiring grant requesting renewal.

The data from previously submitted new and renewal project applications can be imported into a FY 2023 renewal project application. The “Submit without Changes” process is not applicable for first time renewing project applications or for a project application that did not import FY 2022 information and e-snaps will automatically be set to “Make Changes” and all questions on each screen must be updated.

Renewal projects that select “Yes - Individual Application in a Renewal Grant Consolidation” on the Renewal Grant Consolidation or Renewal Grant Expansion Screen may not use the “Submit Without Changes” process and esnaps will automatically be set to “Make Changes”. In addition, esnaps will automatically be set to “Make Changes” if the project applicant indicates on the Renewal Grant Consolidation or Renewal Grant Expansion Screen, this project application is for a “Yes - Stand-Alone Renewal Application in a New Grant Expansion” project application.

The e-snaps screens that remain “open” for required annual updates and do not affect applicants’ ability to select “Submit without Changes” are:

- Recipient Performance Screen
- Consolidation and Expansion
- Screen 3A. Project Detail
- Screen 6A. Funding Request
- Screen 6D. Sources of Match
- Screen 6E. Summary Budget - All of Part 7: Attachments and Certification; and
- All of Part 8: Submission Summary.

All other screens in Part 2 through Part 6 begin in “Read-Only” format and should be reviewed for accuracy; including any updates that were made to the 2021 project during the CoC Post Award Issues and Conditions process or as amended. If all the imported data is accurate and no edits or updates are needed to any screens other than the mandatory screens and questions noted above, project applicants should select “Submit Without Changes” in Part 8. If project applicants imported data and do need to make updates to the information on one or more screens, they must navigate to Part 8: “Submission Without Changes” Screen, select “Make Changes”, and check the box next to each relevant screen title to unlock screens for editing. After project applicants select the screens they intend to edit via checkboxes, click “Save” and those screens will be available for edit. Once a project applicant selects a checkbox and clicks “Save”, the project applicant cannot uncheck the box.

Please refer to the Detailed Instructions and e-snaps navigation guides found on HUD.gov to find more in depth information about applying under the FY 2023 CoC Competition.

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## Submission Without Changes

1. Are the requested renewal funds reduced from the previous award due to reallocation? No

2. Do you wish to submit this application without making changes? Please refer to the guidelines below to inform you of the requirements. Make changes

3. Specify which screens require changes by clicking the checkbox next to the name and then clicking the Save button.

Part 2 - Subrecipient Information	
2A. Subrecipients	<input type="checkbox"/>
Part 3 - Project Information	
3A. Project Detail	<input checked="" type="checkbox"/>
3B. Description	<input checked="" type="checkbox"/>
Part 4 - Housing Services and HMIS	
Part 5 - Participants and Outreach Information	
Part 6 - Budget Information	
6A. Funding Request	<input checked="" type="checkbox"/>
6D. Match	<input checked="" type="checkbox"/>
6E. Summary Budget	<input checked="" type="checkbox"/>
Part 7 - Attachment(s) & Certification	
7A. Attachment(s)	<input checked="" type="checkbox"/>
7B. Certification	<input checked="" type="checkbox"/>

**You have selected "Make Changes" to question #2 above. Provide a brief description of the changes that will be made to the project information screens (bullets are appropriate):**

In order to portray the most accurate depiction of the growth and evolution of this program's efforts, we are updating the Project Description. We are also providing a new match letter.

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**You have selected "Make Changes." Once this screen is saved, you will be prohibited from "unchecking" any box that has been checked regardless of whether a change to data on the corresponding screen will be made.**

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## Recipient Performance

1. Did you submit your previous year's Annual Performance Report (APR) on time? Yes
  
2. Do you have any unresolved HUD Monitoring or OIG Audit finding(s) concerning any previous grant term related to this renewal project request? No
  
3. Do you draw funds quarterly for your current renewal project? Yes
  
4. Have any funds remained available for recapture by HUD for the most recently expired grant term related to this renewal project request? No

## **Renewal Grant Consolidation or Renewal Grant Expansion**

The CoC Competition will continue offering opportunities to expand or consolidate CoC projects.

1. Expansions and Consolidations will no longer be required to submit a combined version of the application.

a. Expansions will be required to ONLY submit a Stand-Alone Renewal and a Stand-Alone New application.

b. Consolidations will be required to ONLY submit a Survivor grant and a terminating grant. Up to 10 grants may be involved in a consolidation (Survivor + 9 Terminating grants)

2. Since no combined version will be submitted for either the Expansion or Consolidation, the combining of data will occur at Post-Award. HUD HQ will combine all units, beds and budgets prior to the Post-Award process. The field office and applicant will then be required to combine remaining project data at C1.9a (recipient step). HUD HQ will provide a data report with the data all combined. All that will be required for applicants to do is a simple copy and paste.

We hope this process will simplify and reduce any confusion when submitting expansions or consolidations. If you have any questions, please contact the AAQ.

**1. Is this renewal project application requesting to consolidate or expand? No**

If "No" click on "Next" or "Save & Next" below to move to the next screen.

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## 2A. Project Subrecipients

**This screen is currently read only and only includes data from the previous grant. To make changes to this information, navigate to the Submission without Changes screen, select "Make Changes" in response to Question 2, and then check the box next each screen that requires a change to match the current grant agreement, as amended, or to account for a reallocation of funds.**

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

**Total Expected Sub-Awards: \$0**

Organization	Type	Sub-Award Amount
This list contains no items		

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### 3A. Project Detail

**1. Expiring Grant Project Identification Number (PIN):** TN0269

(e.g., the "Federal Award Identifier" indicated on form 1A. Application Type)

**2. CoC Number and Name:** TN-504 - Nashville-Davidson County CoC

**3. CoC Collaborative Applicant Name:** Metropolitan Development & Housing Agency

**4. Project Name:** Coordinated Entry FY 2023

**5. Project Status:** Standard

**6. Component Type:** SSO

**6a. Please select the type of SSO project:** Coordinated Entry

**7. Is your organization, or subrecipient, a victim service provider defined in 24 CFR 578.3?** No

## 3B. Project Description

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

As the Coordinated Entry lead, the Office of Homeless Services is responsible for the planning, implementation, and improvement of Nashville's Coordinated Entry process. The operation of CE includes, but is not limited to, managing the community's By-Name-List, leading weekly Care Coordination Meetings for all populations, facilitating and processing real time referrals to housing resource including RRH and PSH, providing training to the community, and reviewing data to regularly evaluate the Coordinated Entry process. OHS has identified the need of this grant to support the work of Coordinated Entry through staffing, program evaluation and community education.

The sole grant funded position, CE Special Projects Coordinator, plays an important role in the CE process. This position is responsible for By Name List management, Care Coordination meeting facilitation, referral processing and strategic planning. The role also plays a critical role in relationship building with agencies new to the CE process as well as maintaining relationships with existing community partners. This grant previously funded two temporary positions dedicated to CE access. The success of these two positions was proven by increased access for individuals in the community and these two positions have become fully funded positions within the departments general budget.

Previously, OHS contracted with an outside evaluator to provide a thorough evaluation of Coordinated Entry's access, assessment, and prioritization process. The evaluation focused specifically on the need for an updated prioritization protocol. A stakeholder group has been meeting since the release of this evaluation to work towards implementing a new prioritization tool. The next step in the process is re-engaging with the evaluator to create the new tool as well as testing the tools efficacy in assessing for vulnerability and promoting racial equity. The evaluators will work with Housing Navigators, Outreach Specialists, the Homelessness Planning Council, other service providers and individuals with lived experience to create the new tool.

Continuing education plays a vital role in maintain an innovative CE process, rooted in best practices. Grant funds will be used for CE team members to attend various conferences including NAEH, NHSDC and Built for Zero learning sessions and bring knowledge from the conferences back to Nashville. Fund will also be used to bring in national leaders to speak to the entire community regarding CE and other best practices including authentically engaging people with lived experience and racial equity.

### 2. Check the appropriate box(s) if this project will have a specific subpopulation focus. (Select all that apply)

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N/A - Project Serves All Subpopulations	<input checked="" type="checkbox"/>	Domestic Violence	<input type="checkbox"/>
Veterans	<input type="checkbox"/>	Substance Abuse	<input type="checkbox"/>
Youth (under 25)	<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>
Families with Children	<input type="checkbox"/>	HIV/AIDS	<input type="checkbox"/>
		Chronic Homeless	<input type="checkbox"/>
		Other(Click 'Save' to update)	<input type="checkbox"/>

### 3. Housing First

3a. Does the project quickly move participants into permanent housing? Yes

3b. Does the project enroll program participants who have the following barriers? Select all that apply.

Having too little or little income	<input checked="" type="checkbox"/>
Active or history of substance use	<input checked="" type="checkbox"/>
Having a criminal record with exceptions for state-mandated restrictions	<input checked="" type="checkbox"/>
History of victimization (e.g. domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
None of the above	<input type="checkbox"/>

3c. Will the project prevent program participant termination for the following reasons? Select all that apply.

Failure to participate in supportive services	<input checked="" type="checkbox"/>
Failure to make progress on a service plan	<input checked="" type="checkbox"/>
Loss of income or failure to improve income	<input checked="" type="checkbox"/>
Any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area	<input checked="" type="checkbox"/>
None of the above	<input type="checkbox"/>

3d. Does the project follow a "Housing First" approach? Yes

**4. As a renewal SSO-Coordinated Entry project update the following questions.**

**4a. Will the coordinated entry process cover the CoC's entire geographic area?** Yes

**4b. Will the coordinated entry process be affirmatively marketed and easily accessible by individuals and families seeking assistance?** Yes

**4c. Describe the advertisement strategy for the coordinated entry process and how it is designed to reach those with the highest barriers to accessing assistance.**

The Coordinated Entry process is advertised through a variety of avenues. All case managers, housing navigators and outreach workers in Nashville-Davidson County are trained in Coordinated Entry at the beginning of their employment and then annually as well as monthly opportunities for additional training. Coordinated Entry specialists provide weekly office hours at the local Rescue Mission, Nashville's largest and primary emergency shelter as well as the Salvation Army, a large national brand well known in the city. The CE specialists also hold hours at various library branches and are on call for local hospitals, clinics, and the Health Department. During bi-weekly community outreach meetings, areas where there are high barriers to accessing Coordinated Entry are identified and discussed to ensure households are being informed of the Coordinated Entry process and being provided access. Finally, there is a designated phone line for families experiencing homelessness to be entered into Coordinated Entry. This phone line is advertised on the Nashville.gov website and in the Coordinated Entry informational brochure. We are in the process of establishing a phone line and additional office hours for individuals that will ensure anyone seeking housing assistance and experiencing homelessness is able to access Coordinated Entry.

**4d. Does the coordinated entry process use a comprehensive, standardized assessment process?** Yes

**4e. Describe the referral process and how the coordinated entry process ensures program participants are directed to appropriate housing and services.**

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The Coordinated Entry team is also participating in HUD's Prioritization and Assessment Workgroup focusing on adapting and updating Coordinated Entry's prioritization protocol. Any future changes in the prioritization protocol can affect the prioritization process. Our current referral process uses dynamic prioritization to make real-time referrals from the city's By-Name List to agencies during weekly Care Coordination meetings. Our community holds weekly Care Coordination meetings for Individuals, Families, and Young Adults. We hold bi-weekly Care Coordination meetings for Veterans. During the Care Coordination meetings households are referred using Coordinated Entry's prioritization protocol which incorporates the assessment tool and additional prioritization points. Housing Navigators have an opportunity in these meetings to advocate for the needs of the households being referred as well as work with the other agencies to ensure warm hand-offs between service providers. Referral follow ups and outcomes are also discussed to ensure referral success.

**4f. If the coordinated entry process includes differences in access, entry, assessment, or referral for certain subpopulations, are those differences limited only to the following five groups:** Yes

- (1) adults without children,
- (2) adults accompanied by children;
- (3) unaccompanied youth;
- (4) households fleeing domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions (including human trafficking); and
- (5) persons at risk of homelessness.

## 6A. Funding Request

### VAWA Budget

New in FY2023, the Violence Against Women Act (VAWA) has clarified the use of CoC Program funds for VAWA eligible cost categories. These VAWA cost categories can be added to a new project application to create a CoC VAWA Budget Line Item (BLI) in e-snaps and eLOCCS. The new BLI will be added to grant agreements and utilized the same as other CoC Program BLIs in e-snaps and eLOCCS. Eligible CoC VAWA costs can be identified in one or both of the following CoC VAWA categories. Examples of eligible costs in these cost categories are identified as follows:

A. VAWA Emergency Transfer Facilitation. Examples of eligible costs include the costs of assessing, coordinating, approving, denying, and implementing a survivor's emergency transfer(s). Additional details of eligible costs include:

- Moving Costs. Assistance with reasonable moving costs to move survivors for an emergency transfer(s).
- Travel Costs. Assistance with reasonable travel costs for survivors and their families to travel for an emergency transfer(s). This may include travel costs to locations outside of your CoC's geography.
- Security Deposits. Grant funds can be used to pay for security deposits of the safe unit the survivor is transferring to via an emergency transfer(s).
- Utilities. Grant funds can be used to pay for costs of establishing utility assistance in the safe unit the survivor is transferring to.
- Housing Fees. Grant funds can be used to pay fees associated with getting survivors into a safe unit via emergency transfer(s), including but not limited to application fees, broker fees, holding fees, trash fees, pet fees where the person believes they need their pet to be safe, etc.
- Case Management. Grant funds can be used to pay staff time necessary to assess, coordinate, and implement emergency transfer(s).
- Housing Navigation. Grant funds can be used to pay staff time necessary to identify safe units and facilitate moves into housing for survivors through emergency transfer(s).
- Technology to make an available unit safe. Grant funds can be used to pay for technology that the individual believes is needed to make the unit safe, including but not limited to doorbell cameras, security systems, phone, and internet service when necessary to support security systems for the unit, etc.

B. VAWA Confidentiality Requirements. Examples of eligible costs for ensuring compliance with VAWA confidentiality requirements include:

- Monitoring and evaluating compliance.
- Developing and implementing strategies for corrective actions and remedies to ensure compliance.
- Program evaluation of confidentiality policies, practices, and procedures.
- Training on compliance with VAWA confidentiality requirements.
- Reporting to CoC Collaborative Applicant, HUD, and other interested parties on compliance with VAWA confidentiality requirements.
- Costs for establishing methodology to protect survivor information.
- Staff time associated with maintaining adherence to VAWA confidentiality requirements.

Enter the combined estimated amount(s) you are requesting for this project's Emergency Transfer Facilitation costs and VAWA Confidentiality Requirements costs for one or both of these eligible CoC VAWA cost categories on the summary budget screen. The CoC VAWA BLI Total amount can be expended for any eligible CoC VAWA cost identified above.

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**1. Will this project use funds from this grant to provide for emergency transfer facilitation, which includes the costs of assessing, coordinating, approving, denying and implementing a survivor's emergency transfer per Section III.B.4.a.(3) (a) of the NOFO?** No

**2. Will this project use funds from this grant to provide for VAWA confidentiality requirements, which includes the costs of ensuring compliance with the VAWA confidentiality requirements per Section III.B.4.a.(3) (b) of the NOFO?** No

**3. Does this project propose to allocate funds according to an indirect cost rate?** Yes

Indirect cost rate proposals should be submitted as soon as the applicant is notified of a conditional award. Conditional award recipients will be asked to submit the proposal rate during the e-snaps post-award process.

Applicants with an approved indirect cost rate must submit a copy of the approval with this application.

**a. Please complete the indirect cost rate schedule below:**

Cognizant Agency	Indirect Cost Rate	Direct Cost Base	Plan approved by cognizant agency or will use 10% de minimis rate
Office of Homeless Services	10%	\$128,000	

The applicant must complete the row in the indirect cost rate schedule.

**4. Renewal Grant Term: This field is pre-populated with a one-year grant term and cannot be edited:** 1 Year

**5. Select the costs for which funding is requested:**

Leased Structures	<input type="checkbox"/>
Supportive Services	<input checked="" type="checkbox"/>
HMIS	<input type="checkbox"/>
VAWA	<input checked="" type="checkbox"/>

The VAWA BLI is permanently checked. This allows any project to shift funds up to a 10% shift from another BLI if VAWA emergency transfer costs are needed.

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## 6D. Sources of Match

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

### Summary for Match

<b>Total Value of Cash Commitments:</b>	\$32,000
<b>Total Value of In-Kind Commitments:</b>	\$0
<b>Total Value of All Commitments:</b>	\$32,000

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

Type	Source	Contributor	Value of Commitments
Cash	Government	Metro Government	\$32,000

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## Sources of Match Detail

**1. Type of Match Commitment:** Cash

**2. Source:** Government

**3. Name of Source:** Metro Government

**(Be as specific as possible and include the office or grant program as applicable)**

**4. Amount of Written Commitment:** \$32,000

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## 6E. Summary Budget

The following information summarizes the funding request for the total term of the project. Budget amounts from the Leased Units, Rental Assistance, and Match screens have been automatically imported and cannot be edited. However, applicants must confirm and correct, if necessary, the total budget amounts for Leased Structures, Supportive Services, Operating, HMIS, and Admin. Budget amounts must reflect the most accurate project information according to the most recent project grant agreement or project grant agreement amendment, the CoC's final HUD-approved FY 2018 GIW or the project budget as reduced due to CoC reallocation. Please note that, new for FY 2018, there are no detailed budget screens for Leased Structures, Supportive Services, Operating, or HMIS costs. HUD expects the original details of past approved budgets for these costs to be the basis for future expenses. However, any reasonable and eligible costs within each CoC cost category can be expended and will be verified during a HUD monitoring.

Eligible Costs (Light gray fields are available for entry of the previous grant agreement, GIW, approved GIW Change Form, or reduced by reallocation)	Applicant CoC Program Costs Requested (1 Year Term)
1a. Leased Units (Screen 6B)	\$0
1b. Leased Structures (Enter)	\$0
2. Rental Assistance (Screen 6C)	\$0
3. Supportive Services (Enter)	\$116,480
4. Operating (Enter)	\$0
5. HMIS (Enter)	\$0
6. VAWA (Enter)	
7. Sub-total of CoC Program Costs Requested	\$116,480
8. Admin (Up to 10% of Sub-total in #7)	\$11,520
9. HUD funded Sub-total + Admin. Requested	\$128,000
10. Cash Match (From Screen 6D)	\$32,000
11. In-Kind Match (From Screen 6D)	\$0
12. Total Match (From Screen 6D)	\$32,000
13. Total Project Budget for this grant, including Match	\$160,000

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## 7A. Attachment(s)

Document Type	Required?	Document Description	Date Attached
1) Subrecipient Nonprofit Documentation	No		
2) Other Attachment	No	FY 23 Coordinated...	08/18/2023
3) Other Attachment	No		

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## Attachment Details

**Document Description:**

## Attachment Details

**Document Description:** FY 23 Coordinated Entry Match Letter

## Attachment Details

**Document Description:**

## 7B. 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.

**Applicant:** Metro Office of Homeless Services

08012018

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207001

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:** April Calvin

**Date:** 09/14/2023

**Title:** Director of Office of Homeless Services

**Applicant Organization:** Office of Homeless Services

**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

Applicant: Metro Office of Homeless Services

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## 8B Submission Summary

Page	Last Updated	
1A. SF-424 Application Type	08/09/2023	
1B. SF-424 Legal Applicant	08/02/2023	
1C. SF-424 Application Details	No Input Required	
1D. SF-424 Congressional District(s)	09/14/2023	
1E. SF-424 Compliance	08/02/2023	
1F. SF-424 Declaration	08/07/2023	
1G. HUD 2880	08/07/2023	
1H. HUD-50070	08/07/2023	
Renewal Project Application FY2023	Page 41	09/14/2023

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<b>1I. Cert. Lobbying</b>	08/07/2023
<b>1J. SF-LLL</b>	08/18/2023
<b>IK. SF-424B</b>	08/07/2023
<b>Submission Without Changes</b>	08/16/2023
<b>Recipient Performance</b>	08/02/2023
<b>Renewal Grant Consolidation or Renewal Grant Expansion</b>	08/16/2023
<b>2A. Subrecipients</b>	No Input Required
<b>3A. Project Detail</b>	08/09/2023
<b>3B. Description</b>	08/16/2023
<b>6A. Funding Request</b>	08/19/2023
<b>6D. Match</b>	08/19/2023
<b>6E. Summary Budget</b>	No Input Required
<b>7A. Attachment(s)</b>	08/18/2023
<b>7B. Certification</b>	08/17/2023

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**



**JOHN COOPER**  
**MAYOR**

**APRIL CALVIN**  
**EXECUTIVE DIRECTOR**



**615.862.6992**  
**[WWW.NASHVILLE.GOV/HOMELESS](http://WWW.NASHVILLE.GOV/HOMELESS)**

August 18, 2023

Norm Suchar, Director

Office of Special Needs Assistance Programs

U.S. Department of Housing and Urban Development

451 7<sup>th</sup> Street, SW

Washington, D.C. 20410

Dear Mr. Suchar:

This letter is to commit matching funds needed for the Metro Nashville Office of Homeless Services: Coordinated Entry FY23 Renewal Project 207001. We will be able to assist with the provision of \$32,000 of the salary of the full-time Coordinated Entry Manager funded through the Nashville-Davidson Metropolitan Government general fund. The position is dedicated to the management and oversight of Nashville's Coordinated Entry process.

Sincerely,

April Calvin

Director, Office of Homeless Services

**APPLICATION FOR**  
**Continuum of Care Homeless Management Information Systems**  
**Continuum of Care Coordinated Entry Systems**

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

DocuSigned by:



1DFEF45945504FF...

Director

Department of Office of Homeless Services

09/13/23

Date

**Certificate Of Completion**

Envelope Id: F1647DFA548D4FF98B6E72941B111D1F	Status: Completed
Subject: Complete with DocuSign: OHCHUD~4.PDF	
Source Envelope:	
Document Pages: 48	Signatures: 6
Certificate Pages: 15	Initials: 1
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Juanita Paulson
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	Juanita.Paulsen@nashville.gov
	IP Address: 170.190.198.185

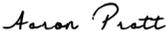
**Record Tracking**

Status: Original	Holder: Juanita Paulson	Location: DocuSign
1/22/2024 11:06:39 AM	Juanita.Paulsen@nashville.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Metropolitan Government of Nashville and Davidson County	Location: DocuSign

**Signer Events**

Signer Events	Signature	Timestamp
Amanda Brown		Sent: 1/22/2024 11:17:07 AM
Amanda.Brown@nashville.gov		Viewed: 1/22/2024 11:38:09 AM
Security Level: Email, Account Authentication (None)		Signed: 1/22/2024 11:38:17 AM
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 ID: 25c36889-ea24-4e1a-af8c-47aa7bd46501

Aaron Pratt		Sent: 1/22/2024 11:38:23 AM
Aaron.Pratt@nashville.gov		Viewed: 1/22/2024 12:32:54 PM
Security Level: Email, Account Authentication (None)		Signed: 1/22/2024 12:33:00 PM
	Signature Adoption: Pre-selected Style	
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Kevin Crumbo/mjw		Sent: 1/22/2024 12:33:07 PM
MaryJo.Wiggins@nashville.gov		Viewed: 1/22/2024 1:30:31 PM
Security Level: Email, Account Authentication (None)		Signed: 1/22/2024 1:33:24 PM
	Signature Adoption: Pre-selected Style	
	Using IP Address: 170.190.198.100	

**Electronic Record and Signature Disclosure:**  
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 ID: e09734d1-f074-43a9-af1c-e181dd1d1a89

Courtney Mohan		Sent: 1/22/2024 1:33:32 PM
Courtney.Mohan@nashville.gov		Viewed: 1/23/2024 8:24:26 AM
Security Level: Email, Account Authentication (None)		Signed: 1/23/2024 8:45:23 AM
	Signature Adoption: Pre-selected Style	
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**Electronic Record and Signature Disclosure:**

Signer Events	Signature	Timestamp
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Accepted: 1/23/2024 8:24:26 AM  
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Balogun Cobb  
balogun.cobb@nashville.gov  
Security Level: Email, Account Authentication (None)

*Balogun Cobb*

Sent: 1/23/2024 8:45:28 AM  
Viewed: 1/23/2024 9:28:00 AM  
Signed: 1/23/2024 9:28:09 AM

Signature Adoption: Pre-selected Style  
Using IP Address: 170.190.198.185

**Electronic Record and Signature Disclosure:**

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ID: b5900364-9163-49cc-9ef4-8328a5126e29

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Danielle Godin  
Danielle.Godin@nashville.gov  
Security Level: Email, Account Authentication (None)

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**Electronic Record and Signature Disclosure:**

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Sally Palmer  
sally.palmer@nashville.gov  
Security Level: Email, Account Authentication (None)

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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	1/22/2024 11:17:07 AM
Envelope Updated	Security Checked	1/22/2024 11:21:47 AM
Envelope Updated	Security Checked	1/22/2024 11:21:47 AM
Certified Delivered	Security Checked	1/23/2024 9:28:00 AM
Signing Complete	Security Checked	1/23/2024 9:28:09 AM
Completed	Security Checked	1/23/2024 9:28:14 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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