



To: Darrel Pyle, City Manager

From: Lisa D. Krieg, CDBG Grants Manager

Date: January 27, 2022

Subject: Continuum of Care Collaborative Applicant

A reference document has been provided titled *Introductory Guide to the Continuum of Care Program* which consists of information contained from the Federal Register for the Interim Rule. This guide includes information pertaining to not only operating a CoC but the programs that are eligible activities for funding. In addition, a timeline has also been provided to detail the annual grant cycle of the activities of the Collaborative Applicant.

At its simplest, a Continuum of Care is established by representatives of relevant organizations within a geographic area to carry out the responsibilities set forth in the CoC Program Interim Rule.

HUD developed the concept of the CoC in 1995 through its annual competition or homelessness assistance grants. The CoC was envisioned as a local network that plans and coordinates funding for services and housing to assist homeless individuals and families. The HEARTH Act amendments to the McKinney-Vento Homeless Assistance Act codified in law the role and functions of the CoC; thus each community must establish a CoC in compliance with the new CoC Program interim rule. In some communities, very little will have to change to be in compliance with the requirements of the interim rule, but the rule gives CoCs more ability to formalize and change to better achieve the goals of the CoC Program. In other communities, more structure and formalization will need to be implemented to be in compliance with the program requirements. When establishing a CoC, communities must bear in mind that CoC's are designed to:

- Promote a community-wide commitment to the goal of ending homelessness
- Provide funding for efforts for rapidly re-housing homeless individuals and families
- Promote access to and effective use of mainstream programs
- Optimize self-sufficiency among individuals and families experiencing homelessness

The composition of each CoC is expected to be tailored to its unique community circumstances, to the extent possible involving all of the players required to further local efforts to end homelessness. The purpose of requiring stakeholder representation from a wide range of organizations within the CoC's geographic area is to ensure that all community stakeholders participate in developing and implementing a range of housing and services.

A CoC must designate an eligible applicant to serve as the collaborative applicant. If the CoC is an eligible applicant, it may designate itself to be the collaborative applicant. If the CoC chooses to apply for CoC planning funds, the collaborative applicant is also the only eligible applicant able to apply for these funds on behalf of the CoC. The collaborative applicant is the entity that submits the annual CoC Consolidated Application for funding on behalf of the CoC. In CoC's where the CoC does not also designate the collaborative applicant to apply to be a Unified Funding Agency, the annual CoC application may include requests for project funding from more than one eligible applicant. If more than one project is applying for funding, then the entity designated by the CoC as the collaborative applicant is charged with collecting and combining the application information from all applicants for all projects within the CoC's geographic area.

A Collaborative Applicant is an eligible applicant designated by the Continuum of Care:

- Instrumentality of state or local government
- Local government
- Nonprofit
- State
- Public Housing Authority (PHA)
- If the CoC is an eligible applicant, then it may designate itself

The responsibilities of the Collaborative Applicant include:

- Submits the Consolidated Application
- Applies for CoC planning funds on behalf of the COC
- Participates in the development of the governance charter with the CoC

The Collaborative Applicant Relationship to the Continuum of Care:

- Acts on behalf of the CoC when applying to HUD for grants
- All responsibilities assigned to the CA have to be documented in the CoC's Governance Charter
- The CoC retains its duties related to planning and prioritizing need
 - The authority to sign a grant agreement with HUD is designated to eligible applicants that can enter into a contractual agreement
 - CoC's are not required to be legal entities

Since 1995, the City of Norman has been the Collaborative Applicant for the Norman/Cleveland County Continuum of Care (OK-504). The actual responsibilities of the Continuum of Care are outlined within the HEARTH Act and described within the attached document and separate and distinct from the responsibilities of the Collaborative, yet they are dependent upon each other for application and funding. As the HUD requirements have expanded for the CoC, the City of Norman as the CA has absorbed many of these duties. This was done simply because there was not enough capacity demonstrated within the CoC as a collaborative body to successfully coordinate them.

As provided for in the HEARTH Act, as the Collaborative Applicant, the City of Norman receives 3% of the Pro-Rata Need as established by HUD. The current year award is a total of \$12,415. These funds have been utilized for many purposes over the years which include training and education for COC members, offsetting the cost of staff salaries and currently is being utilized towards the contract cost of the Homeless Strategic Plan being conducted by HomeBase.

The following identify the current awards (2020 Application Cycle) for OK-504 Norman/Cleveland County Continuum of Care:

Entity	Award
Catholic Charities	\$67,550
Central Oklahoma Community Mental Health Center	\$27,651
HOPE Community Services, Inc.	\$136,497
Food and Shelter, Inc.	\$127,640
Thunderbird Clubhouse, Inc.	\$75,916
City of Norman (CA Planning Grant)	\$12,415
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	\$447,669