

Clackamas County Social Services Division
Issues the Following
NOTICE OF FUNDING OPPORTUNITY (NOFO) 2024

**TO PROVIDE EXTREME WEATHER AND SMOKE CENTER HOTEL / MOTEL
SHELTER SUPPORT SERVICES TO PERSONS WHO ARE UNHOUSED IN
CLACKAMAS COUNTY THROUGH JUNE 30, 2025, WITH THE POSSIBILITY OF
EXTENSION FOR TWO ADDITIONAL YEARS**

Board of County Commissioners

Tootie Smith, Chair
Paul Savas, Commissioner
Martha Schrader, Commissioner
Mark Shull, Commissioner
Ben West, Commissioner

Date of Issuance: 06/10/24

**County may require mandatory applicant information meeting.
Questions may be submitted during the open period of this NOFO
and County will post responses weekly or sooner.
Notice will post at NOFO announcement page: www.clackamas.us/grants**

Applications will be accepted on an ongoing basis and will be considered based on available funding and program need until **03/31/25**.

Postmarks and faxes will not be considered.
All times posted in NOFO are Pacific Daylight Time.

Issuing Office: Clackamas County Social Services Division
2051 Kaen Road, Oregon City, Oregon 97045
rszego@clackmas.us

Extreme Weather and Smoke Rural Hotel / Motel Shelter 2023-2025

NOTICE OF FUNDING OPPORTUNITY (NOFO) AND GRANT APPLICATION, 2024

1. PROGRAM DESCRIPTION

The purpose of this Notice of Funding Opportunity (NOFO) is to seek applicant organizations with the capacity and interest to provide extreme weather and smoke hotel or motel shelter support services to unhoused individuals in rural communities during defined periods of extreme cold, heat, or poor air quality due to wildfire smoke. We are seeking services outside of the urban growth boundary as identified by Metro (<https://www.oregonmetro.gov/urban-growth-boundary-maps>).

In response to this NOFO, organizations must describe their service model for aiding individuals and families experiencing houselessness in rural communities during periods of extreme weather and smoke. Applicant organizations must describe the staffing and service model they will operate for this program, to include:

- Coordinated support services to guests in hotel/motel rooms being used for short-term shelter for people experiencing homelessness in rural communities during periods of extreme weather and smoke.
- Identification of staff member(s) to act as a point person who will be available at all hours that hotel/motel shelter is activated. Staff will serve as liaisons with hotel/motel to mitigate behavioral issues and maintain a positive relationship with the hotel/motel.
- Case management staff who deliver information referral and supportive services to assist participants in working towards stable permanent housing.

Clackamas County expects to enter into subawards with multiple agencies to provide hotel/motel shelters outside of the urban growth boundary. Providers that operate within Clackamas County will be prioritized for funding under this NOFO; however, providers outside of Clackamas County will *not* be excluded.

A. Fee for Service

Subrecipients will receive reimbursement for staff time incurred to operate this program. Applicant organizations must demonstrate a robust payroll system that documents staff time charged to this program.

Subrecipients may also request reimbursement for eligible program expenses related to shelter operations. Eligible expenses include: transportation for clients to the hotel/motel shelter; mileage reimbursement for staff conducting shelter operations; food and other supplies for clients. Adequate backup documentation must be provided in order for shelter operations expenses to be reimbursed. Applicants should include a budget for any eligible expenses they plan to seek reimbursement for as part of their response to this NOFO.

Hotel/motel rooms authorized by COUNTY Administration for nights during an extreme weather or smoke event will be paid directly by the COUNTY up to the maximum daily lodging rate identified by the federal government (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) per room.

B. Invoicing

These grant funds are contingent upon timely, accurate, and complete data collection and reporting. All hotel/motel shelter programs will be required to submit documentation for each night of activation. Payment will be contingent upon receipt of complete, accurate, and timely documentation. Invoices and dates for the previous month's services are due no later than the 15th of the following month.

Documentation will include, but is not limited to:

- Date(s) of hotel/motel shelter opening.
- Complete demographic information about *each* individual sheltered to be entered into the Homeless Management Information System.
- Staffing hours for each staff member working in this program during activation.

Failure to submit documentation as requested and in a timely manner may result in not being eligible for reimbursement.

C. Homeless Management Information System (HMIS) Data

Each organization providing hotel/motel shelter support services for extreme weather and smoke shelter must provide accurate and timely demographic data on each person served. Clackamas County will provide licenses and training in HMIS data entry at no cost to providers.

D. Emergency Weather and Smoke Hotel / Motel Shelter Activation

Emergency weather and smoke hotel/motel shelter will be activated as described below. Hotel/motel shelters may choose to operate on nights that are not approved by Clackamas County for extreme weather or smoke hotel/motel shelter, but organizations will not receive reimbursement from the County and the County will not pay for hotel/motel rooms for those nights.

i. **Warming Hotel / Motel Shelter**

Warming hotel/motel shelter support services must be activated on nights when the actual temperature or wind chill temperature is predicted by the National Weather Service to be 33 degrees Fahrenheit or below, including wind chill factor. Warming hotel/motel shelter must be activated during the first night of this alert. As it is impossible to predict all severe weather scenarios, Warming hotel/motel shelter may also be activated when weather conditions do not meet the criteria above after consultation and approval by either the CCSSD Director or Program Manager. Examples include but are not limited to predicted high winds, flood watches, flood warnings, or extremely heavy rain.

ii. **Cooling Hotel / Motel Shelter**

Cooling hotel/motel shelter support services must be activated on all nights when the National Weather Service has declared that the region will be under a Heat Advisory, Watch, or Warning between the hours of 8pm and 8am. Cooling hotel/motel shelter may also be activated when weather conditions do not meet the criteria above after consultation and approval by either the CCSSD Director or Program Manager. Facilities *must* have air conditioning in *each* hotel/motel room.

iii. **Smoke Hotel / Motel Shelter**

Smoke hotel/motel Shelter must be activated when the Air Quality Index (AQI) reaches the “Unhealthy” level due to fire or other emergency. This information can be found at airnow.gov.

Additional Considerations

- A. Persons seeking refuge cannot be required to 1) make a purchase; 2) participate in religious services or political activities; and/or 3) enroll in services as applicable to each agency.
- B. Hotel/Motel Management may deny entry to anyone under the influence of drugs or alcohol. However, they may not refuse entry to anyone based on race, age, gender identity, sexual orientation, religion, or nationality or any other class protected by federal or state law. Hotel/motel Management may not refuse entry to people of any sex, age, marital status, sexual orientation, disability (as defined

under the Americans with Disabilities Act), or any other protected class as defined in applicable state and federal law. Women and families may not be excluded from any hotel/motel shelter.

- C. Service animals that meet federal and state regulation must be permitted. Hotel/motel shelters permitting pets must have a Pet Policy that meets OHCS requirements.
- D. COUNTY will pay an agency \$200 for each paid program staff member who provides a certificate of completion for attending Adult Mental Health First Aid (MHFA) training, plus up to \$100 reimbursement for the cost of the course. Free classes are available at <https://gettrainedtohelp.com/>. Additional options, including virtual (“blended virtual”) ones, can be found through <https://www.mentalhealthfirstaid.org/take-a-course/find-a-course/>. Volunteers are strongly encouraged to take MHFA training but the county will not provide payment or reimbursement for volunteers who attend the training.

2. AWARD INFORMATION

Applicants will establish a subrecipient agreement with Clackamas County Social Services Division (CCSSD). Applicants are sought throughout the County in rural, urban and suburban areas, especially those areas with known populations of homeless persons in rural areas outside of the urban growth boundary.

Funding for this NOFO will be provided through June 30, 2025. A two year extension, through June 30, 2027, is possible but is not guaranteed.

Applications will be accepted on an ongoing basis and will be considered based on available funding and program need until **03/31/25**.

Funding sources may include but are not limited to State of Oregon Housing and Community Services Department, State Homeless Assistance Program (SHAP). Additional or reduced funding may be available during the grant period. If additional funding becomes available, it may be allocated to new providers or to existing providers based on objective factors including, but not limited to: agency capacity, utilization, timeliness and accurateness of document submission, and HMIS compliance and reporting (where required).

3. FUNDING AVAILABLE AND BUDGET INFORMATION

Clackamas County expects to subaward to multiple agencies and will consider a range of geographic locations as well as populations to be served. However, Clackamas

County reserves the right to select only one or more than one applicant based on the responses to this NOFO. Total amount awarded between all applicants will not exceed the total funding available. If multiple applicants are selected, each applicant will receive an amount that is lower than the total estimated funding available.

4. APPLICANT ELIGIBILITY – MINIMUM ORGANIZATIONAL QUALIFICATIONS

Each applicant must meet all of the following minimum qualifications to be eligible to respond to this NOFO and to receive funds.

1. Organizations must describe how they will account for staff time to be charged to the program. Organizations must demonstrate a robust payroll system that can accommodate accurate, program-specific accounting for staff time.
2. Organizations must provide proof that they have insurance and endorsements as required in the resulting award agreement. Subrecipient shall secure at its own expense and keep in effect during the term of the performance under the subaward the insurance required and minimum coverage indicated below.

Additional Insured Provisions. All required insurance and liability policies, other than Professional Liability, Workers' Compensation, Personal Automobile Liability and Pollution Liability Insurance, shall include "Clackamas COUNTY, its agents, officers, and employees" as an additional insured, with respect to SUBRECIPIENT's activities under this agreement.

Proof of insurance and notice of any material change should be submitted to the following address: Clackamas County Social Services Division – Administrative Services, 2051 Kaen Road, Oregon City, OR 97045 or SSD-Contracts@clackmas.us.

Required Insurance Coverage:

- a. **Workers' Compensation.** Insurance in compliance with ORS 656.017, which requires all employers that employ subject workers, as defined in ORS 656.027, to provide workers' compensation coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). If contractor is a subject employer, as defined in ORS 656.023, contractor shall obtain employers' liability insurance coverage limits of not less than \$1,000,000.
- b. **Commercial General Liability** covering bodily injury and property damage on an "occurrence" form in the amount of not less than \$1,000,000 per occurrence/ \$2,000,000 general aggregate for the protection of COUNTY, its officers, elected officials, and employees. This coverage shall include Contractual Liability

insurance for the indemnity provided under this Agreement. This policy(s) shall be primary insurance as respects to the COUNTY. Any insurance or self-insurance maintained by COUNTY shall be excess and shall not contribute to it.

- c. If providing transportation of individuals or families to the hotel / motel shelter site, **Commercial Automobile Liability** coverage including coverage for all owned, hired, and non-owned vehicles. The combined single limit per occurrence shall not be less than \$1,000,000, or SUBRECIPIENT shall obtain at SUBRECIPIENT expense, and keep in effect during the term of the agreement, Personal auto coverage. The limits shall be no less than \$250,000/occurrence, \$500,000/aggregate, and \$100,000 property damage.
- d. **Abuse and Molestation** coverage in a form and with coverage satisfactory to COUNTY covering damages arising out of actual or threatened physical abuse, mental injury, sexual molestation, negligent hiring, employment, supervision, investigation, reporting to proper authorities, and retention of any person for whom SUBRECIPIENT is responsible including but not limited to SUBRECIPIENT and SUBRECIPIENT's employees and volunteers. Policy endorsement's definition of an insured shall include SUBRECIPIENT, and SUBRECIPIENT's employees and volunteer. Coverage shall be written on an occurrence basis in an amount of not less than \$1,000,000 per occurrence. Any annual aggregate limit shall not be less than \$3,000,000.

The policies meeting the conditions described above shall be primary insurance as respects to the County. Any insurance or self-insurance maintained by the County shall be excess and shall not contribute to it. Any obligation that County agree to a waiver of subrogation is hereby stricken.

- 3. **Confidentiality.** Any and all information regarding any individual served by the program is strictly confidential. All provider and program staff members are expected to comply with the most current local, state and federal laws regarding confidentiality. Information in any form shall not be released to any party without the authorization of the individual and/or County. Nothing prohibits the disclosure of information in summaries, statistical, or other form, which does not identify particular individuals. Confidentiality policies shall be applied to all requests from outside sources.
- 4. **Privacy Notification.** Subrecipients must provide a Privacy Notification to participants either verbally or in writing that meets OHCS Requirements. If the site will provide the Privacy Notification to participants in written form, the site must have a written document that meets OHCS requirements. If the site will provide the Privacy Notification verbally to participants, it must have a stand-alone policy describing how they will do so.
- 5. Organizations must certify that the hotel/motel sites are ADA accessible. Any site that does not meet ADA accessibility standards may be considered as a

secondary resource.

6. Per the Civil Rights Act of 1964, no person shall, on the basis of race, color, or national origin, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any County program, service or activity. Organization must provide services to people of any sex, age, marital status, sexual orientation, disability (as defined under the Americans with Disabilities Act), or any other protected class as defined in applicable state and federal law. Program services must reasonably accommodate the cultural, language and other accessibility needs of people. Women and families may not be excluded from any hotel/motel shelter.
7. Organizations are required to collect demographic information on individuals accessing services. HMIS is a confidential database managed by Clackamas County. Organizations agree to comply with current HMIS Policy and Procedures and adhere to HMIS data quality and reporting requirements. Organizations will enter their own HMIS data and will be eligible for reimbursement of HMIS licensing costs if those costs are accrued during the period of this agreement. County reserves the right to adjust HMIS reporting requirements as needed.
8. Organizations must have the following policies in place at the time of award:
 - Background Check policy
 - Records Retention policy
 - Fiscal policy that outlines separation of duties and fraud prevention and recovery (both employee and participant)
9. In accordance with the State Homeless Funds Program Operations Manual (www.oregon.gov/ohcs/for-providers/Documents/manuals/SHF-Manual-23-25.pdf) organizations shall have these additional written policies in place:
 - Duplication of Benefits
 - Privacy Notification
 - Confidentiality
 - Applicant/Participant Grievances and Appeals (denial, termination, appeal and fair hearing procedures)
 - Nondiscrimination
 - Limited English Proficiency
 - Conflict of Interest
 - Remote Application policy
 - Safety in Service Delivery (Street Outreach) policy
 - (If animals are accepted at the hotel / motel site) Pet Policy (Note: Service Animals are not considered pets.)

A “Policy Template” guide developed by OHCS can be provided upon request to support the development of these policies.

10. Organizations agree to submit all required financial and demographic documentation.
11. Provider shall maintain and retain all records in compliance with regulatory agencies and County policies.
12. Organization must provide proof of registry number to do business in Oregon at the Secretary of State online registry system:
http://egov.sos.state.or.us/br/pkg_web_name_srch_inq.login
13. Organizations are required to perform Criminal Background checks and propose for approval specific screening criteria for all staff and volunteers who will be performing direct services under the subaward. Policies must be in place to disqualify any persons who have committed violent crimes, crimes against children or other crimes that are incompatible with this project. Policies must also be in place to ensure the safety of guests should criminal convictions occur during the term of the project.
14. Organizations agree to allow Clackamas County to include information on shelter availability, agency contacts, and volunteer needs in media releases and on websites including but not limited to 211, the Clackamas County website, and through social media such as, but not limited to, Facebook and Next Door.
15. If a mandatory application information meeting is scheduled by County, Applicant must have a representative attend to be eligible for funding.
16. Applicant must supply County with a copy of the agency's most recent audited financial report, independently reviewed financial statements, or if applicant has not had either of these, a copy of its most recently filed IRS 990.
17. Applicant must disclose whether there are any outstanding lawsuits against the applicant agency and provide details.
18. Federal funds may be included as one of several funding sources in awards issued from this funding opportunity. Federally-funded awards require the submission of the following information:
 - Applicant must list the name and amount of any federal awards currently being managed.
 - Applicant must have a federal Unique Entity ID and must hold an active registration in the System for Award Management (SAM).
 - Applicants will be subject to a risk assessment performed by county staff

which may result in specific post-award monitoring requirements.

If the applicant is not willing to accept federal funds, the applicant should indicate this in their application. Unwillingness to accept federal funds does not necessarily impact application scores.

5. SCOPE OF WORK AND PROGRAM REQUIREMENTS

The applicant will be required to perform the following work in accordance with the terms and conditions in the award agreement.

1. Participate in any required Start Up meetings. Every endeavor will be made to schedule at a time that is workable for all potential providers. Warming Shelter Start Up meeting will occur in the fall. Cooling and Smoke Shelter Start Up meeting will occur in the spring.
2. Provide hotel/motel shelter support services to individuals during periods of severe cold, heat, and smoke as described in aforementioned Program Descriptions.
3. All hotel/motel shelters must comply with all relevant health, fire, and life safety codes.
4. No fees shall be charged to hotel/motel shelter guests.
5. All hotel/motel services must be provided in a trauma informed and wholly secular manner.
6. Hotel/motel shelters and services may not categorically exclude persons fleeing domestic violence. Hotel/motel shelters may not categorically deny entry to women and families.
7. Hotel/motel shelters must ensure a welcoming and safe environment for people of all genders, including persons who identify as transgender or non-binary.
8. Hotel/motel shelter rules must be written in plain language (see <https://www.plainlanguage.gov/guidelines/>) and aligned with Fair Housing law pertaining to shelters (see https://fhco.org/wp-content/uploads/2021/10/ShelterGuide_FHCO_2023.pdf).
9. Hotel/motel shelters funded under this program are required to operate as low-barrier shelters with limited entry requirements. Hotel/motel shelters may not require guests to be clean and sober or pass urinalysis or breath testing.

However, hotel/motel shelters may have rules disallowing alcohol or drug possession or use on premises.

10. Hotel/motel shelter support services must incorporate harm reduction into their service delivery. Hotel/motel shelter support programs must have a written harm reduction policy that addresses under what circumstances and for what conduct people may be excluded from the shelter and for what period of time.
11. In the event a person is excluded, the agency must document the reason for the exclusion and the duration. Agencies must make a diligent effort to ensure that the excluded person has an alternate safe place to sleep.
12. Guest information must be entered into HMIS or updated if they are already in the system within three (3) business days of accessing extreme weather or smoke hotel/motel shelter. Guests must also be *exited* from the shelter provider in the HMIS within three (3) business days of de-activation.
13. HMIS data entry must be completed by the 10th of the following month. Invoices received after the 15th of the following month will not be reimbursed.
14. Training. Required training must occur for staff minimally, within one year from the beginning date of employment and current staff must receive training minimally once every four years from the date of the previous training taken. SUBRECIPIENT must track who attended each training, the date of the training and the synopsis of the training. Records for training must be made available to County upon request. All paid staff must receive documented training on the following topics:
 - a. Mental Health First Aid – offered with in-person, blended, and virtual options through:
 - <https://gettrainedtohelp.com/> - free and local
 - <https://www.mentalhealthfirstaid.org/take-a-course/find-a-course/>Clackamas County will offer a stipend to the organization to cover the staff time needed to attend the training. Volunteers are strongly encouraged to attend this training.
 - b. Fair Housing – offered for free live online or recorded through Fair Housing Council of Oregon: <https://fhco.org/#>
 - c. Trauma Informed Services
 - d. Harm Reduction
 - e. Supporting Victims of Domestic Violence
 - f. (For those agencies conducting Street Outreach) Outreach Safety Strategies

15. Behavior Management: Identified program staff will serve as liaison(s) with the hotel/motel site to mitigate behavioral issues and maintain a positive relationship with hotel/motel management.
16. Providers will be responsible as part of the NOFO process for describing their service model. All service models should include the following:
 - a. Coordinate Housing Access (CHA) Intake and Housing Management Information System (HMIS entry) for each guest.
 - b. Referral for services for relevant housing, substance use and mental health treatment, domestic violence, disabilities, veterans, and other programs.
 - c. Efforts to enroll clients in programs to work toward stable, permanent housing placement.
17. **Equity and Racial Justice** SUBRECIPIENT must have policies that align with OHCS requirements related to culturally specific care and are consistent with the intent of such a policy as outlined by OHCS. OHCS retains the right to require modification of any policy that in its determination does not meet basic principles or requirements of such a policy.
18. **Duplication of Benefits** OHCS funds shall not be issued if it duplicates a benefit already paid through other sources. SUBRECIPIENT must check to ensure that benefits issued do not duplicate other benefits for the same payment/service using HMIS and any other data system for which the SUBRECIPIENT has access.
19. **Eligibility** Participant eligibility for this program will be determined in compliance with the requirements described for the State Homeless Assistance Program (SHAP) in the State Homeless Funds Program Operations Manual dated July 1, 2023 (<https://www.oregon.gov/ohcs/for-providers/Documents/manuals/SHF-Manual-23-25.pdf>) and any updates posted by OHCS. The July 1, 2023 Manual lists these as:
 - a. Homeless Status
 - i. Literally homeless
 - ii. Other federal statuses
 - iii. Fleeing Domestic Violence (DV)
 - b. Income Requirement
 - i. No income requirements for SHAP funded assistance
 - c. Age
 - i. N/A

6. APPLICATION AND SUBMISSION INFORMATION

One electronic copy containing electronic signatures in Microsoft Word or PDF format must be submitted via email as indicated below in Section 6.7. Document must be single-spaced with a font size no smaller than 12 point. The application must be no more than 5 pages, excluding the Cover Page and Certifications and Assurances.

All applications must include the following sections:

6.1 Cover Page, to include:

- a. Organization's legal name
- b. Address
- c. Telephone number
- d. Tax identification number
- e. State of Oregon business registry number
- f. Contact name, phone number, and email address of person(s) authorized to represent the organization for the purposes of this project.

6.2 Narratives: Hotel/Motel Shelter Service Model

- a. Include information as to how organization will comply with all minimum qualifications outlined in Section 4. Applicant Eligibility of the NOFO.
- b. Describe Hotel/Motel Service Model, including components listed in Item 5.16 of the Scope of Work (above).
- c. Describe your experience:
 - i. Providing hotel/motel shelter support or related services to adults and/or families experiencing homelessness.
 - ii. Providing services in rural communities.
 - iii. Providing services that are equitable, respectful, and relevant to people from a wide variety of cultures and backgrounds.
 - iv. Ensuring that accurate and complete HMIS (or comparable for confidential DV providers) data is collected and submitted in a timely way.

6.3 References

Provide the contact names, agency, or jurisdictional affiliation telephone number and email addresses for two (2) references who can attest to your qualifications to

perform services described in this NOFO. If Applicant has not had a previous subrecipient agreement with County, a total of four (4) references is required.

6.4 Certification

Signed certifications and assurances statement (Appendix A) signifying compliance with all requirements as outlined in this agreement as well as any requirements from Oregon Housing and Community Services or any other funders.

6.5 Budget

Include a brief statement of funding requested. The organization will be reimbursed for program staffing as documented in the organization's payroll system. Payment will occur after complete HMIS data and nightly sign in sheets are turned in to Clackamas County. The due date for all data and sign in sheets is the 15th of the following month. Invoices that are received after the due date will not be paid.

6.6 Addenda & Application Questions

Questions or clarifications shall be submitted via email to: R.E. ("Ari") Szego: rszego@clackamas.us.

COUNTY will not mail notice of Addenda, but will publish notice of any Addenda on COUNTY's website. Addenda may be downloaded off the COUNTY's website. Organizations should frequently check the COUNTY's website until the closing of the NOFO, at least once weekly and at least once daily a week prior to closing.

Questions may be submitted during the open period of this NOFO and COUNTY will post responses weekly or sooner.

Notices will be posted at the NOFO announcement page: www.clackamas.us/grants. Responses to questions will be posted online as 'FAQ Addendums' on www.clackamas.us/grants.

6.7 Application Submission

Electronic submission is required for all applications.

Submit via email to: rszego@clackamas.us

Faxed and hardcopies will not be accepted.

7. APPLICATION EVALUATION

Applications will be accepted on an ongoing basis and will be considered based on available funding and program need until 03/31/25.

All applications will be evaluated on the Responses to Section 6: APPLICATION AND SUBMISSION INFORMATION:

- 6.1. Cover Page (5 points)
- 6.2. Narratives: Hotel/Motel Shelter Service Model (30 points)
- 6.3. References (10 points)
- 6.4. Certification (5 points)
- 6.5. Budget (25 points)

In addition, a Risk Assessment (25 points) will be conducted by Clackamas County as part of the award assessment criteria. Organizations with current or past contracts with Clackamas County will be evaluated on past performance in previous contracts with Clackamas County. Items to be considered include spend-out of contracts, timeliness of report and invoice submittals, and adherence to HMIS policies.

All funding decisions will be contingent upon availability of funding.

8. APPEAL PROCESS

Applicants not approved as a provider of services outlined in this Notice of Funding Opportunity may file a Notice of an Appeal in writing no later than 10 days after the County announces the awards, specifying the grounds upon which the appeal is based. The Notice shall be submitted via email to: rszego@clackamas.us. Within 5 business days a determination on the status of the Notice of Appeal will be made by the Director of Social Services.

Appendix A: Certifications and Assurances

Organization Name: _____,

Applicant hereby assures, warrants, covenants, and certifies that with respect to any federal, state or local funds disbursed to it, that it will follow all of the applicable laws, rules and regulations associated with funding distributed to Applicant and incorporated into award agreement.

Applicant certifies that it meets and will comply with the minimum qualifications listed below, and as specified in **Section 4: Applicant Eligibility – Minimum Organizational Qualifications** of this NOFO, to be eligible to apply and to receive funds.

In addition, Applicant certifies it will perform the work listed in **Section 5: Scope of Work & Program Requirements**, in accordance with the terms and conditions in an awarded agreement.

Certification Signature:

Signature of authorized representative

Date

Name and title of authorized representative