



**HOMELESS INITIATIVE PROGRAM
 FISCAL YEAR 2024 APPLICATION**

EXHIBIT A

SECTION 1. DATA SHEET			
Agency Name:			
Agency Address:			
Funding Amount Requested:	\$		
List Parishes Applying to Serve:			
Designated Official Name, Title, & Address	Office Phone:	Fax:	
	Cell:	Email Address:	
Alternate Contact Name, Title, & Address: <i>(Complete if different from Designated Official)</i>	Office Phone:	Fax:	
	Cell:	Email Address:	
Tax Identification Number:			
SIGNATURE OF DESIGNATED OFFICIAL:			

SECTION 2. SERVICE DELIVERY AREA(S):

Section 2.1 Indicate the parish or parishes the applicant is applying to serve. Refer to the Service Delivery Chart in the SFO.

[Empty response area for Section 2.1]

Section 2.2 Describe how the applicant will use the grant funds for services to each parish identified and results expected. Describe the target populations according to each parish identified.

[Empty response area for Section 2.2]

SECTION 3. PROVISION OF SERVICES:

Section 3.1 Describe how the applicant will provide residential services to include bed capacity, provision of immediate shelter and related supportive services. Indicate which parish the shelter is located and if services are currently provided.

Section 3.2 Describe how the applicant will provide non-residential services (indicate services) to include day and time of services, physical address of services, the number of staff, position titles and work schedules of each personnel and each parish assigned. Indicate if services are currently provided. If services are not currently provided, but plans are underway to provide services, an anticipated start date for each parish must be included.

Section 3.3 Describe how the applicant will increase awareness of services in service delivery area(s). Describe how the applicant will provide education and prevention programs/information in service delivery area(s). Describe how applicant will provide crisis intervention services to assist an individual/family in crisis.

Section 3.4 Describe how the applicant will coordinate services with other community organizations whose purpose is to assist Individuals who are homeless or at imminent risk of homelessness. Describe how applicant will interact and coordinate services with other support programs.

SECTION 4. TRAUMA INFORMED CARE INTERACTION:

Describe how the applicant will provide trauma informed services to families experiencing homelessness.

SECTION 5. MATCH REQUIREMENT:

Describe how the applicant will secure the required matching funds of **15 percent (15%)** of the applicant's contract amount. Matching funds must be derived from **unduplicated sources** other than the Program or other federal funding and be provided after the date of the grant award to the recipient.

SECTION 6. PERFORMANCE MEASURES AND OUTCOMES:

Describe how the applicant will quantify the performance measures and outcomes. Describe how the applicant intends to maintain the data.

[Empty response area for performance measures and outcomes]

SECTION 7.

CONFIDENTIALITY OF RECORDS

Provide complete documentation of policies, procedures, and protocols that ensure the confidentiality of records as specified in the Solicitation for Offers.

(Insert Documents Immediately Following This Page)

SECTION 8.

CERTIFICATION DOCUMENTATION

Provide the following documentation that certifies the status of the grantee as specified in the Solicitation for Offers:

- a) A copy of a currently valid 501(c)(3) certification letter from the IRS stating private, non-profit status; or a copy of the grantee's listing in the IRS' most recent list of tax-exempt organizations described in section 501(c)(3) of the IRS code.
- b) Certification from Louisiana's Secretary of State documenting good standing.
- c) A list of the grantee's current Board of Directors, with each individual's organizational affiliation and the Chairperson identified.
- d) Documentation of membership, membership status, and participation with the Louisiana Coalition Against Domestic Violence may be provided, but not mandatory.

(Insert Documents Immediately Following This Page)

SECTION 9. CERTIFICATIONS

Empty space for certifications.

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SIGNATURE:	
TITLE:	
ORGANIZATION:	

SECTION 10. CERTIFICATION REGARDING LOBBYING

Title 31, United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (non-appropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs (45 CFR Part 93).

The undersigned (authorized official signing for the applicant organization) certifies to the best of his or her knowledge and belief, that:

(a) 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 any agency, a Member of Congress, 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 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.

(b) If any funds other than Federally 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.

(c) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients 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, 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.

SIGNATURE:	
TITLE:	
ORGANIZATION:	

SECTION 11.
BUDGET SUMMARY WORKSHEET
& BUDGET NARRATIVE

Provide a detailed budget worksheet and narrative sheet as specified in the Solicitation for Offers.

(Insert Documents Immediately Following This Page)

SECTION 12.

DUNS AND CCR

Provide documentation of DUNS number and CCR Registration as specified in the Solicitation for Offers.

(Insert Documents Immediately Following This Page)

SECTION 13.
ORGANIZATIONAL CHART AND
POSITION DESCRIPTIONS

Provide a current agency organizational chart with position descriptions as specified in the Solicitation for Offers.

(Insert Documents Immediately Following This Page)

SECTION 14.
BOARD RESOLUTION

Provide a Board Resolution documenting that a decision was made by the Board during a board meeting authorizing certain person on behalf of the organization to enter into a contract with the State of Louisiana.

(Insert Document Immediately Following This Page)