LEAD APPLICANT

This section must be completed by the lead applicant (fiscal agent) for the application. The lead applicant is responsible for implementation of the grant, proper use of funds and all reporting activities. If an application is submitted by an agency applying on its own, then that applicant is the fiscal agent. If an application is submitted as a consortium of consolidated applicants then any official partner in that application may be the lead as long as it is agreed upon by members of the local continuum of care.

Lead Applicants may apply for Administration funding, which can be used for providing management, oversight, and coordination, monitoring programs and evaluating performance, training on EHH requirements; and preparing reports and information related to homelessness for planning purposes. Administration funding may also be used by sub-recipients if the lead chooses.

# Part 1: Applicant Information

|  |  |
| --- | --- |
| Legal Name of Lead Applicant: |  |
| DUNS Number: |  |
| Mailing Address: |  |
| Address for Reimbursement (check payable to): |  |
| Individual Authorized to Sign Grant Agreement and Title: |  |
| Lead Contact and Title: |  |
| Contact Phone Number: |  |
| Contact Email Address: |  |
| Name of Local Continuum of Care: |  |
| All Counties Served: |  |

***OFFICIAL AUTHORIZED TO COMMIT APPLICANT ORGANIZATION TO THIS AGREEMENT***

|  |  |
| --- | --- |
| **PRINT NAME & TITLE** |       |
| **SIGNATURE & DATE** |       |

# Part 2: Administration Funding Request

Fill out the chart with the request for administration funding.

**Applicants who are requesting administration funding for an eligible EHH subrecipient applicant** should add a column to the chart and label it “Agency.” Then, they should note the agencies requesting funding.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HPP Area: MIL/OM/BOS** | **ACTIVITY** | **ESG** | **HPP** | **OVERALL TOTAL** |
|  | ADMINISTRATION |  |  |  |
|  | ADMINISTRATION |  |  |  |

# Part 3: Lead Agency Responsibilities

The lead agency must commit to the following responsibilities. Write “YES” if the agency performs the function described and “NO” if it does not. If the agency does not or will not perform a function listed below, please contact the Division of Energy, Housing and Community Resources.

|  |  |
| --- | --- |
| **By writing “YES” the Lead Agency confirms that it will:** | **Y/N** |
| 1. Collect and review invoices from sub-recipients to ensure proper payment requests.
 |  |
| 1. Work with the Division of Energy, Housing, and Community Resources to resolve disallowed invoices or payments and ensure funds are spent in an appropriate manner within the agreed upon budget.
 |  |
| 1. Ensure timely payment disbursement to sub-recipients.
 |  |
| 1. Issue agreements or contracts with each sub-recipient laying out expectations regarding matters such as use of grant funds, payment request, and eligible activities.
 |  |
| 1. Collect and ensure timely submission of all reports required by the Division of Energy, Housing, and Community Resources in the grant agreement.
 |  |
| 1. At least once during the grant agreement period, perform a desk or site monitoring visit to ensure the sub-recipient meets obligations specified in the grant agreement and minimum fiscal standards such as maintenance of required insurance, proper financial standards, and adequate privacy and security controls. During this monitoring, the lead agency must also review documentation supporting reimbursement requests, such as invoices and time-sheets, to ensure proper payment requests are being made. A summary of each monitoring must be submitted to DEHCR.
 |  |
| 1. Cooperate with Division of Energy, Housing, and Community Resources regarding any other state or federal monitoring that is conducted, including monitoring conducted jointly with the Balance of State Continuum of Care and/or the Institute for Community Alliances where applicable.
 |  |
| 1. Before and during a scheduled Division of Energy, Housing, and Community Resources, Balance of State Continuum of Care, and/or Institute for Community Alliances monitoring visit, facilitate the collection of requested information from sub-recipients for review and help with planning activities associated with the visit.
 |  |
| 1. Ensure that each sub-recipient meets Homeless Management Information System (HMIS) compliance standards.
 |  |
| 1. Halt payments and notify the Division of Energy, Housing, and Community Resources immediately if contractual issues arise with the agency or a sub-recipient’s performance.
 |  |
| 1. Ensure that the process for allocating EHH funds locally is fair and transparent.
 |  |
| 1. Ensure that information such as new rules or income/rent limits is promptly passed along to sub-recipients.
 |  |
| 1. Notify the Division of Energy, Housing, and Community Resources and the local continuum of care to which the agency belongs if there is a finding that may result in the forfeiture of funds or unresolved questioned costs in a financial audit.
 |  |
| 1. Facilitate communications and gatherings for sub-recipients, and participate fully in the local and HUD continua of care.
 |  |

# Part 4: Question

|  |
| --- |
| What steps did the Lead Applicant take to involve providers who may be interested in applying for EHH funds?  |
|  |