

## 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 Exchange at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>
- Program policy questions and problems related to completing the application in e-snaps may be directed to HUD via the HUD Exchange Ask A Question.
- Project applicants are required to have a Data Universal Numbering System (DUNS) 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) 2019 Continuum of Care (CoC) Program Competition. For more information see FY 2019 CoC Program Competition NOFA.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2019 CoC Program NOFA.
- 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 2018 Project Application will be imported into the FY 2019 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.
- Expiring Shelter Plus Care projects requesting renewal funding for the first time under 24 CFR part 578, and rental assistance projects can only request the number of units and unit size as approved in the final HUD-approved Grant Inventory Worksheet (GIW).
- Expiring Supportive Housing Projects requesting renewal funding for the first time under 24 CFR part 578, 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 2019 CoC Program Competition NOFA.

## 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:** 08/16/2019

**4. Applicant Identifier:**

**5a. Federal Entity Identifier:**

**5b. Federal Award Identifier:** SD0005

**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:**

## 1B. SF-424 Legal Applicant

### 8. Applicant

**a. Legal Name:** Cornerstone Rescue Mission

**b. Employer/Taxpayer Identification Number (EIN/TIN):** 36-3296431

	<b>c. Organizational DUNS:</b>	794623264	<b>PLUS 4</b>	
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### d. Address

**Street 1:** 30 Main St

**Street 2:**

**City:** Rapid City

**County:** Pennington

**State:** South Dakota

**Country:** United States

**Zip / Postal Code:** 57701

### e. Organizational Unit (optional)

**Department Name:** Cornerstone Apartments

**Division Name:**

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

**Prefix:** Ms.

**First Name:** Maryann

**Middle Name:**

**Last Name:** Leanna

**Suffix:**

**Title:** Program Manager

**Organizational Affiliation:** Cornerstone Rescue Mission

**Telephone Number:** (605) 721-9497

**Extension:**  
**Fax Number:** (605) 721-9520  
**Email:** [mleanna@cornerstonemission.org](mailto:mleanna@cornerstonemission.org)

## 1C. SF-424 Application Details

**9. Type of Applicant:** M. Nonprofit with 501C3 IRS Status

**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-6300-N-25

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

**13. Competition Identification Number:**

**Title:**

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

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

**15. Descriptive Title of Applicant's Project:** Renewal Project Application FY2019

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

**a. Applicant:** SD-000  
(for multiple selections hold CTRL key)

**b. Project:** SD-000  
(for multiple selections hold CTRL key)

**17. Proposed Project**

**a. Start Date:** 01/01/2021

**b. End Date:** 12/31/2021

**18. Estimated Funding (\$)**

**a. Federal:**

**b. Applicant:**

**c. State:**

**d. Local:**

**e. Other:**

**f. Program Income:**

**g. Total:**

## 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:**

## 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:** Mrs.

**First Name:** Lysa

**Middle Name:**

**Last Name:** Allison

**Suffix:**

**Title:** Executive Director

**Telephone Number:** (605) 718-8712  
**(Format: 123-456-7890)**

**Fax Number:** (605) 791-0511  
**(Format: 123-456-7890)**

**Email:** lallison@cornerstonemission.org

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

**Date Signed:** 08/16/2019



# 1G. HUD 2880

**Applicant/Recipient Disclosure/Update Report - form HUD-2880**  
**U.S. Department of Housing and Urban Development**  
**OMB Approval No. 2506-0214 (exp.02/28/2022)**

## Applicant/Recipient Information

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

**Agency Legal Name:** Cornerstone Rescue Mission

**Prefix:** Mrs.

**First Name:** Lysa

**Middle Name:**

**Last Name:** Allison

**Suffix:**

**Title:** Executive Director

**Organizational Affiliation:** Cornerstone Rescue Mission

**Telephone Number:** (605) 718-8712

**Extension:**

**Email:** lallison@cornerstonemission.org

**City:** Rapid City

**County:** Pennington

**State:** South Dakota

**Country:** United States

**Zip/Postal Code:** 57701

**2. Employer ID Number (EIN):** 36-3296431

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

**4. Amount of HUD Assistance Requested/Received:** \$72,186.00

(Requested amounts will be automatically entered within applications)

**5. State the name and location (street address, city and state) of the project or activity:** Renewal Project Application FY2019 30 Main St  
Rapid City South Dakota

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

**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 nondisclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

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.

**I AGREE:**

**Name / Title of Authorized Official:** Lysa Allison, Executive Director

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

**Date Signed:** 07/31/2019

## 1H. HUD 50070

### HUD 50070 Certification for a Drug Free Workplace

**Applicant Name:** Cornerstone Rescue Mission

**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.	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 Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
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.	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;
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.;	g. Making a good faith effort to continue to maintain a drugfree workplace through implementation of paragraphs a. thru f.
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;	

#### 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.

**I certify that the information provided on this form and in any accompanying documentation is true and accurate. I**

X

**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.**

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)

### **Authorized Representative**

**Prefix:** Mrs.

**First Name:** Lysa

**Middle Name**

**Last Name:** Allison

**Suffix:**

**Title:** Executive Director

**Telephone Number:** (605) 718-8712  
**(Format: 123-456-7890)**

**Fax Number:** (605) 791-0511  
**(Format: 123-456-7890)**

**Email:** lallison@cornerstonemission.org

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

**Date Signed:** 08/16/2019

## **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.**

**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:** Cornerstone Rescue Mission

**Name / Title of Authorized Official:** Lysa Allison, Executive Director

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

**Date Signed:** 08/16/2019

# 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:** Cornerstone Rescue Mission  
**Street 1:** 30 Main St  
**Street 2:**  
**City:** Rapid City  
**County:** Pennington  
**State:** South Dakota  
**Country:** United States  
**Zip / Postal Code:** 57701

**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.

**Authorized Representative**

**Prefix:** Mrs.

**First Name:** Lysa

**Middle Name:**

**Last Name:** Allison

**Suffix:**

**Title:** Executive Director

**Telephone Number:** (605) 718-8712  
**(Format: 123-456-7890)**

**Fax Number:** (605) 791-0511  
**(Format: 123-456-7890)**

**Email:** lallison@cornerstonemission.org

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

**Date Signed:** 08/16/2019



## 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.

Data can be imported into a FY 2019 renewal project application from a FY 2018 new or renewal project application. For a project application that did not import last year’s FY 2018 information, e-snaps will automatically be set to “Make Changes” and all questions on each screen must be updated.

Renewal projects that select “Fully Consolidated” on the Grant Consolidation screen may not use the “Submit Without Changes” process and esnaps will automatically be set to “Make Changes”. However, if the applicant selects “Individual Renewal”, this project application(s) can use the “Submit Without Changes” process. In addition, esnaps will automatically be set to “Make Changes” if the project applicant indicates on the Renewal Expansion Screen, this project application is for a “Combined Renewal Expansion” project application. However, the stand-alone renewal expansion project application(s) can use the “Submit Without Changes” process.

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;
- Renewal Expansion Screen;
- Renewal Grant Consolidation Screen;
- Screen 3A. Project Detail
- Screen 6D. Sources of Match
- 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 2018 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 esnaps navigation guides found on the HUD Exchange to find more in depth information about applying under the FY 2019 CoC Competition.

## Recipient Performance

- 1. Has the recipient successfully submitted the APR on time for the most recently expired grant term related to this renewal project request?** Yes
  
- 2. Does the recipient have any unresolved HUD Monitoring and/or OIG Audit findings concerning any previous grant term related to this renewal project request?** No
  
- 3. Has the recipient maintained consistent Quarterly Drawdowns for the most recent grant term related to this renewal project request?** Yes
  
- 4. Have any Funds been recaptured by HUD for the most recently expired grant term related to this renewal project request?** No

## Renewal Expansion

**As part of the FY 2019 CoC Program project application process, project applicants can request their eligible renewal projects to be part of a Expansion. This process can combine up to 1 stand-alone renewal project application and 2 stand-alone new expansion project applications into 1 combined renewal expansion project application. This means recipients no longer need to combine expansion data in CoC Post-Award. Renewal projects that are part of an expansion must expire in Calendar Year (CY) 2020, as confirmed on the FY 2019 GIW or eLOCCS, must be to the same recipient, and must be for the same component and project type (i.e., PH-PSH, PH-RRH, Joint TH/PH-RRH, TH, SSO, SSO-CE or HMIS).**

**1. Is this project application requesting to be part of a combined renewal expansion in the FY 2019 CoC Program Competition? "If "No" click on "Next" or "Save & Next" below to move to the next screen.** No

## Renewal Grant Consolidation Screen

HUD encourages the consolidation of renewal grants. As part of the FY 2019 CoC Program project application process, project applicants can request their eligible renewal projects to be part of a Renewal Grant Consolidation. This process can consolidate up to 4 renewal grants into 1 consolidated grant. This means recipients no longer must wait for grant amendments to consolidate grants. All projects that are part of a renewal grant consolidation must expire in Calendar Year (CY) 2020, as confirmed on the FY 2019 Final GIW, must be to the same recipient, and must be for the same component and project type (i.e., PH-PSH, PH-RRH, Joint TH/PH-RRH, TH, SSO, SSO-CE or HMIS).

1. Is this project application requesting to be part of a renewal grant consolidation in the FY 2019 CoC Program Competition?  No  
If "No" click on "Next" or "Save & Next" below to move to the next screen.

## 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	Type	Sub-Award Amount
This list contains no items			

### 3A. Project Detail

**1. Project Identification Number (PIN) of expiring grant:** SD0005

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

**2a. CoC Number and Name:** SD-500 - South Dakota Statewide CoC

**2b. CoC Collaborative Applicant Name:** South Dakota Housing Development Authority

**3. Project Name:** Renewal Project Application FY2019

**4. Project Status:** Standard

**5. Component Type:** PH

**5a. Does the PH project provide PSH or RRH?** PSH

**6. Does this project use one or more properties that have been conveyed through the Title V process?** No

### 3B. Project Description

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

Cornerstone Apartments permanent supportive housing project was initially developed as transitional housing to provide safe and affordable housing as well as family-based supportive services for previously homeless families. The transition to permanent supportive housing changed the target population to individuals and families who are literally homeless and have at least one household member with a disability (Definition of a disability: US Federal law defines a person with a disability as "Any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such an impairment) requiring supportive services. This became effective November 15, 2010. The change permitted Cornerstone Apartments the ability to utilize housing vouchers and to better serve the target population and the community. The facility provides 15 two-bedroom and 9 three-bedroom apartment units. The majority of the families served by this program have been referred by the local emergency/domestic violence shelters and other social service agencies. Tenants are encouraged to pursue education, employment, transportation and other goals that will contribute to self-sufficiency. Coordinated supportive services are essential to each family's progress towards sustained independent living. Families meet with a case manager weekly, who conducts inspections, serves as a resource to the family, makes individualized referrals to appropriate community agencies and serves as an accountability partner to the extent necessary to support their ability to achieve the agreed-upon goals identified in their self-sufficiency plan. Case managers assess each family's needs and work with the family to develop an education plan for the adult and minor household members in order to provide families with the knowledge and skills needed to break the cycle of homelessness. Life skills classes are encouraged to address the following areas: ability to obtain and sustain employment, financial management, parenting, nutrition, healthy relationships and successful living. Other options are recommended for tenants as determined necessary in areas such as (but not limited to): relapse prevention, domestic abuse recovery and anger management. Case managers follow-up with tenants to assure integration of the life skills learned such as budgeting, time management, proper nutrition and basic housekeeping to succeed in gaining self-sufficiency.

**2. Does your project have a specific population focus? Yes**

**2a. Please identify the specific population focus. (Select ALL that apply)**

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

**Other:**

### 3. Housing First

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

**3b. Does the project ensure that participants are not screened out based on the following items? 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. Does the project ensure that participants are not terminated from the program 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



## 3C. Dedicated Plus

### Dedicated and DedicatedPLUS

**A “100% Dedicated” project is a permanent supportive housing project that commits 100% of its beds to chronically homeless individuals and families, according to NOFA Section III.3.b.**

**A “DedicatedPLUS” project is a permanent supportive housing project where 100% of the beds are dedicated to serve individuals with disabilities and families in which one adult or child has a disability, including unaccompanied homeless youth, that at a minimum, meet ONE of the following criteria according to NOFA Section III.3.d:**

- (1) experiencing chronic homelessness as defined in 24 CFR 578.3;
- (2) residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
- (3) residing in a place not meant for human habitation, emergency shelter, or safe haven; but the individuals or families experiencing chronic homelessness as defined at 24 CFR 578.3 had been admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement;
- (4) residing in transitional housing funded by a joint TH and PH-RRH component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3 prior to entering the project;
- (5) residing and has resided in a place not meant for human habitation, a safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions; or
- (6) receiving assistance through a Department of Veterans Affairs(VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

A renewal project where 100 percent of the beds are dedicated in their current grant as described in NOFA Section III.A.3.b. must either become DedicatedPLUS or remain 100% Dedicated. If a renewal project currently has 100 percent of its beds dedicated to chronically homeless individuals and families and elects to become a DedicatedPLUS project, the project will be required to adhere to all fair housing requirements at 24 CFR 578.93. Any beds that the applicant identifies in this application as being dedicated to chronically homeless individuals and families in a DedicatedPLUS project must continue to operate in accordance with Section III.A.3.b. Beds are identified on Screen 4B.

**1. Indicate whether the project is "100% DedicatedPLUS Dedicated", "DedicatedPLUS", or "N/A", according to the information provided above.**

## 4A. Supportive Services for Participants

**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.**

**1. For all supportive services available to participants, indicate who will provide them and how often they will be provided.  
 Click 'Save' to update.**

Supportive Services	Provider	Frequency
Assessment of Service Needs	Applicant	Monthly
Assistance with Moving Costs		
Case Management	Applicant	Monthly
Child Care	Partner	As needed
Education Services	Partner	As needed
Employment Assistance and Job Training	Partner	As needed
Food	Partner	As needed
Housing Search and Counseling Services	Applicant	As needed
Legal Services	Partner	As needed
Life Skills Training	Partner	Weekly
Mental Health Services	Partner	As needed
Outpatient Health Services		
Outreach Services		
Substance Abuse Treatment Services	Applicant	As needed
Transportation	Applicant	Daily
Utility Deposits		

**2. Please identify whether the project includes the following activities:**

**2a. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs?** Yes

**2b. At least annual follow-ups with participants to ensure mainstream benefits are received and renewed?** Yes

**3. Do project participants have access to** Yes

**SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency?**

**3a. Has the staff person providing the technical assistance completed SOAR training in the past 24 months.** Yes

## 4B. Housing Type and Location

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.

The following list summarizes each housing site in the project. To add a housing site to the list, select the icon. To view or update a housing site already listed, select the icon.

**Total Units:** 24

**Total Beds:** 90

**Total Dedicated CH Beds:** 90

Housing Type	Housing Type (JOINT)	Units	Beds
Clustered apartments	---	24	90

## 4B. Housing Type and Location Detail

**1. Housing Type:** Clustered apartments

**2. Indicate the maximum number of units and beds available for project participants at the selected housing site.**

**a. Units:** 24

**b. Beds:** 90

**3. How many beds of the total beds in "2b. Beds" are dedicated to the chronically homeless?** 90

**This includes both the "dedicated" and "prioritized" beds from previous competitions.**

### 4. Address:

Project applicants must enter an address for all proposed and existing properties. If the location is not yet known, enter the expected location of the housing units. For Scattered-site and Single-family home housing, or for projects that have units at multiple locations, project applicants should enter the address where the majority of beds will be located or where the majority of beds are located as of the application submission. Where the project uses tenant-based rental assistance in the RRH portion, or if the address for scattered-site or single-family homes housing cannot be identified at the time of application, enter the address for the project's administration office. Projects serving victims of domestic violence, including human trafficking, must use a PO Box or other anonymous address to ensure the safety of participants.

**Street 1:** 1220 East Blvd

**Street 2:**

**City:** Rapid City

**State:** South Dakota

**ZIP Code:** 57701

**5. Select the geographic area(s) associated with the address:  
(for multiple selections hold CTRL Key)**

469103 Pennington County

## 5A. Project Participants - Households

Households	Households with at Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Total Number of Households	20	8	0	28

Characteristics	Persons in Households with at Least One Adult and One Child	Adult Persons in Households without Children	Persons in Households with Only Children	Total
Adults over age 24	23	10		33
Persons ages 18-24	4	1		5
Accompanied Children under age 18	45		0	45
Unaccompanied Children under age 18			0	0
<b>Total Persons</b>	72	11	0	83

**Click Save to automatically calculate totals**

## 5B. Project Participants - Subpopulations

### Persons in Households with at Least One Adult and One Child

Characteristics	Chronic ally Homeles s Non- Veterans	Chronic ally Homeles s Veterans	Non- Chronic ally Homeles s Veterans	Chronic Substan ce Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domesti c Violence	Physical Disabilit y	Develop mental Disabilit y	Persons not represent ed by listed subpopu lations
Adults over age 24	22	1	0	11	0	17	13	3	0	0
Persons ages 18-24	4	0	0	1	0	1	1	0	0	0
Children under age 18	45									
<b>Total Persons</b>	<b>71</b>	<b>1</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>18</b>	<b>14</b>	<b>3</b>	<b>0</b>	<b>0</b>

Click Save to automatically calculate totals

### Persons in Households without Children

Characteristics	Chronic ally Homeles s Non- Veterans	Chronic ally Homeles s Veterans	Non- Chronic ally Homeles s Veterans	Chronic Substan ce Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domesti c Violence	Physical Disabilit y	Develop mental Disabilit y	Persons not represent ed by listed subpopu lations
Adults over age 24	8	2	0	1	0	5	1	5	0	0
Persons ages 18-24	1	0	0	0	0	0	0	0	1	0
<b>Total Persons</b>	<b>9</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>0</b>

Click Save to automatically calculate totals

### Persons in Households with Only Children

Characteristics	Chronic ally Homeles s Non- Veterans	Chronic ally Homeles s Veterans	Non- Chronic ally Homeles s Veterans	Chronic Substan ce Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domesti c Violence	Physical Disabilit y	Develop mental Disabilit y	Persons not represent ed by listed subpopu lations
Accompanied Children under age 18										
Unaccompanied Children under age 18										
<b>Total Persons</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 6A. Funding Request

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.

1. Do any of the properties in this project have an active restrictive covenant? Yes

2. Was the original project awarded as either a Samaritan Bonus or Permanent Housing Bonus project? No

3. Does this project propose to allocate funds according to an indirect cost rate? No

4. Renewal Grant Term: 1 Year

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

Leased Units	<input type="checkbox"/>
Leased Structures	<input type="checkbox"/>
Rental Assistance	<input type="checkbox"/>
Supportive Services	<input checked="" type="checkbox"/>
Operating	<input type="checkbox"/>
HMIS	<input type="checkbox"/>



## 6D. Sources of Match

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

### Summary for Match

Total Value of Cash Commitments:	\$0
Total Value of In-Kind Commitments:	\$49,620
Total Value of All Commitments:	\$49,620

1. Does this project generate program income as described in 24 CFR 578.97 that will be used as Match for this grant? No

**Note:** The estimated amount of program income that will be used as Match should not exceed the total value of all match commitments entered below

**Before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services.**

Match	Type	Source	Contributor	Date of Commitment	Value of Commitments
Yes	In-Kind	Private	Cornerstone Rescu...	07/31/2019	\$23,920
Yes	In-Kind	Private	Cornerstone Thrif...	07/31/2019	\$25,700

## Sources of Match Detail

- 1. Will this commitment be used towards Match?** Yes
- 2. Type of Commitment:** In-Kind
- 3. Type of Source:** Private
- 4. Name the Source of the Commitment:** Cornerstone Rescue Mission  
**(Be as specific as possible and include the office or grant program as applicable)**
- 5. Date of Written Commitment:** 07/31/2019
- 6. Value of Written Commitment:** \$23,920

**Before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services.**

## Sources of Match Detail

- 1. Will this commitment be used towards Match?** Yes
- 2. Type of Commitment:** In-Kind
- 3. Type of Source:** Private
- 4. Name the Source of the Commitment:** Cornerstone Thrift Store  
**(Be as specific as possible and include the office or grant program as applicable)**
- 5. Date of Written Commitment:** 07/31/2019
- 6. Value of Written Commitment:** \$25,700

**Before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services.**

## 6E. Summary Budget

**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.**

**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	Total Assistance Requested for 1 year Grant Term (Applicant)
1a. Leased Units	\$0
1b. Leased Structures	\$0
2. Rental Assistance	\$0
3. Supportive Services	\$70,195
4. Operating	\$0
5. HMIS	\$0
6. Sub-total Costs Requested	\$70,195
7. Admin (Up to 10%)	\$1,991
8. Total Assistance plus Admin Requested	\$72,186
9. Cash Match	\$0
10. In-Kind Match	\$49,620
11. Total Match	\$49,620
12. Total Budget	\$121,806

## 7A. Attachment(s)

Document Type	Required?	Document Description	Date Attached
1) Subrecipient Nonprofit Documentation	No		
2) Other Attachmenbt	No	Administration Plan	08/16/2019
3) Other Attachment	No	Cornerstone Rescu...	08/14/2019

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** Administration Plan

## **Attachment Details**

**Document Description:** Cornerstone Rescue Mission- Maintenance

## 7A. In-Kind Match MOU Attachment

Document Type	Required?	Document Description	Date Attached
In-Kind Match MOU	No	Cornerstone Thrif...	08/01/2019

## Attachment Details

**Document Description:** Cornerstone Thrift Store

## 7B. Certification

### A. For all projects:

#### Fair Housing and Equal Opportunity

It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d)) and regulations pursuant thereto (Title 24 CFR part I), which state that no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance, and will immediately take any measures necessary to effectuate this agreement. With reference to the real property and structure(s) thereon which are provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer, transferee, for the period during which the real property and structure(s) are used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

It will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and with implementing regulations at 24 CFR part 100, which prohibit discrimination in housing on the basis of race, color, religion, sex, disability, familial status or national origin.

It will comply with Executive Order 11063 on Equal Opportunity in Housing and with implementing regulations at 24 CFR Part 107 which prohibit discrimination because of race, color, creed, sex or national origin in housing and related facilities provided with Federal financial assistance.

It will comply with Executive Order 11246 and all regulations pursuant thereto (41 CFR Chapter 60-1), which state that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of Federal contracts and shall take affirmative action to ensure equal employment opportunity. The applicant will incorporate, or cause to be incorporated, into any contract for construction work as defined in Section 130.5 of HUD regulations the equal opportunity clause required by Section 130.15(b) of the HUD regulations.

It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701(u)), and regulations pursuant thereto (24 CFR Part 135), which require that to the greatest extent feasible opportunities for training and employment be given to lower-income residents of the project and contracts for work in connection with the project be awarded in substantial part to persons residing in the area of the project.

It will comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and with implementing regulations at 24 CFR Part 8, which prohibit discrimination based on disability in Federally-assisted and conducted programs and activities.

It will comply with the Age Discrimination Act of 1975 (42 U.S.C. 6101-07), as amended, and implementing regulations at 24 CFR Part 146, which prohibit discrimination because of age in projects and activities receiving Federal financial assistance.



It will comply with Executive Orders 11625, 12432, and 12138, which state that program participants shall take affirmative action to encourage participation by businesses owned and operated by members of minority groups and women.

If persons of any particular race, color, religion, sex, age, national origin, familial status, or disability who may qualify for assistance are unlikely to be reached, it will establish additional procedures to ensure that interested persons can obtain information concerning the assistance. It will comply with the reasonable modification and accommodation requirements and, as appropriate, the accessibility requirements of the Fair Housing Act and section 504 of the Rehabilitation Act of 1973, as amended.

**Additional for Rental Assistance Projects:**

If applicant has established a preference for targeted populations of disabled persons pursuant to 24 CFR 578.33(d) or 24 CFR 582.330(a), it will comply with this section's nondiscrimination requirements within the designated population.

**B. For non-Rental Assistance Projects Only.**

**20-Year Operation Rule.**

Applicants receiving assistance for acquisition, rehabilitation or new construction: The project will be operated for no less than 20 years from the date of initial occupancy or the date of initial service provision for the purpose specified in the application.

**15-Year Operation Rule – 24 CFR part 578 only.**

Applicants receiving assistance for acquisition, rehabilitation or new construction: The project will be operated for no less than 15 years from the date of initial occupancy or the date of initial service provision for the purpose specified in the application.

**1-Year Operation Rule.**

For applicants receiving assistance for supportive services, leasing, or operating costs but not receiving assistance for acquisition, rehabilitation, or new construction: The project will be operated for the purpose specified in the application for any year for which such assistance is provided.

**C. Explanation.**

Where the applicant is unable to certify to any of the statements in this certification, such applicant shall provide an explanation.

**Name of Authorized Certifying Official** Lysa Allison

**Date:** 08/16/2019

**Title:** Executive Director

**Applicant Organization:** Cornerstone Rescue Mission

**PHA Number (For PHA Applicants Only):**

**I certify that I have been duly authorized by the applicant to submit this Applicant Certification and to ensure compliance. 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).**

**Active SAM Status Requirement.**

**I certify that our organization has an active System for Award Management (SAM) registration as required by 2 CFR 200.300(b) at the time of project application submission to HUD and will ensure this SAM registration will be renewed annually to meet this requirement.**

## Submission Without Changes

**1. Are the requested renewal funds reduced from the previous award as a result of 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.**

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

7A. Attachment(s)	<input checked="" type="checkbox"/>
7A. In-Kind Match MOU Attachment	<input type="checkbox"/>
7B. Certification	<input checked="" type="checkbox"/>

**The applicant has selected "Make Changes" to Question 2 above. Please provide a brief description of the changes that will be made to the project information screens (bullets are appropriate):**

Changed the question housing first to yes.

**The applicant has selected "Make Changes". Once this screen is saved, the applicant 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.**

## 8B Submission Summary

Page	Last Updated
<b>1A. SF-424 Application Type</b>	07/31/2019
<b>1B. SF-424 Legal Applicant</b>	No Input Required
<b>1C. SF-424 Application Details</b>	No Input Required

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<b>1D. SF-424 Congressional District(s)</b>	07/31/2019
<b>1E. SF-424 Compliance</b>	07/31/2019
<b>1F. SF-424 Declaration</b>	07/31/2019
<b>1G. HUD-2880</b>	07/31/2019
<b>1H. HUD-50070</b>	07/31/2019
<b>1I. Cert. Lobbying</b>	07/31/2019
<b>1J. SF-LLL</b>	07/31/2019
<b>Recipient Performance</b>	07/31/2019
<b>Renewal Expansion</b>	07/31/2019
<b>Renewal Grant Consolidation</b>	07/31/2019
<b>2A. Subrecipients</b>	No Input Required
<b>3A. Project Detail</b>	07/31/2019
<b>3B. Description</b>	08/15/2019
<b>3C. Dedicated Plus</b>	07/31/2019
<b>4A. Services</b>	07/31/2019
<b>4B. Housing Type</b>	07/31/2019
<b>5A. Households</b>	07/31/2019
<b>5B. Subpopulations</b>	No Input Required
<b>6A. Funding Request</b>	07/31/2019
<b>6D. Match</b>	08/01/2019
<b>6E. Summary Budget</b>	No Input Required
<b>7A. Attachment(s)</b>	08/16/2019
<b>7A. In-Kind Match MOU Attachment</b>	08/01/2019
<b>7B. Certification</b>	07/31/2019
<b>Submission Without Changes</b>	08/15/2019

# Cornerstone Apartments Administrative Plan

HUD Continuum of Care funding administered by South Dakota Housing Development Authority will be utilized to help formerly homeless families with a disability(s), move into Cornerstone Apartments using the Housing First approach. Case management is provided to assure wrap around services are available to clients to assist them with their housing and social service needs.

The approved budget has been broken down to include:

Cornerstone Apartment operations: utilities, staff salaries, HMIS expenses, background checks, administration expenses (office supplies, payroll taxes, unemployment insurance), etc.

Housing First philosophy is used by Cornerstone Apartments as they must be previously homeless, and have a disability of some type. Housing can be temporary or permanent. Vouchers such as HUD-VASH, Section 8 or New Start Vouchers can be utilized, or families can pay full market rent. Wrap around services are available regardless of payment method.

Income is verified by a third-party organization to ensure compliance.

All apartments come fully furnished and vouchers to the Cornerstone Thrift Store are available for ongoing needs. Cornerstone Apartments also has an on-site food pantry for additional assistance. Most individuals staying at Cornerstone Apartments receive SNAP benefits and can also utilize the public soup kitchen/dining Room located at Cornerstone Rescue Mission which is three blocks away.

Cornerstone Thrift Store also has vouchers for clothing, interview clothing, household needs, etc. Vouchers can be utilized by Cornerstone Apartment guests.

Clients will meet with a case manager to determine eligibility. Once determined to be eligible, clients will turn in necessary supporting documents and fill out application with case manager. Case manager will verify documentations and income eligibility and enter it into HMIS (and scan supporting documentation into HMIS as well). A third-party also reviews to ensure that applicants meet eligibility requirements. If rapid-rehousing, case manager will assist clients in finding housing that meets the fair market rate and rent reasonableness for the family size. Inspections are conducted by case manager to determine units are safe for habitation and effectively maintained. An inspection form is available for manager to use. Lease will be signed with Cornerstone Apartments and scanned into HMIS along with inspection form. A stabilization plan will be created for each client which outlines goals to include: housing, income and a self-determination goal, and clients will meet with case manager at a minimum monthly to work on or create new goals.

Clients are evicted from the program for a variety of reasons: refusal to pay rent, non-compliance, disruptive behavior, etc. Each case is considered individually and termination paperwork will be filled out and scanned into HMIS. Every time something is scanned into HMIS, the hard copies are placed in the file so we have backup. If a client wants to appeal the decision for either denial or eviction/termination of services, they can file an appeal in writing and depending on the circumstances, appeal to the Executive Director.

# Cornerstone Apartments Participant Exit Policy and Procedure

## Policy

Cornerstone Apartments will strive to ensure that participants are treated respectfully and given opportunities to abide by rules and policies established by management. If eviction should occur, all local and state laws are followed, and process is also reviewed by Cornerstone Rescue Mission's attorney.

## Reasons for Exiting a Participant:

- 1) Participant is enrolled in Section 8, or has another point or primary case management, and has chosen to move to another housing option
- 2) Participant voluntarily withdraws from the program
- 3) Participant fails to adhere to the program agreement
  - a. Note: In order to exit a participant for failing to adhere to the program agreement, the case manager must provide the participant with at least written warning detailing the manner in which the participant is failing to adhere to the program agreement, how the participant can come back into compliance with the program agreement, and the consequences for failing to come back into compliance with the program agreement. A copy of written warning must be kept in the participant's case file.
  - b. Note: Should a participant exhibit threatening or abusive behavior, the staff member observing the behavior should immediately cease contact with the participant and report the behavior to the Executive Director and law enforcement may be contacted for assistance. Threatening or abusive behavior is grounds for immediate exit from the program (after consultation with the Program Coordinator) regardless of whether written warnings have been issued to the participant previously. Such incidents should be thoroughly documented. If a participant's actions pose a health or safety risk to that participant or another person, the grantee must notify the police or another appropriate authority. As a general rule, all participants are given a 30-day eviction notice and that procedure is followed unless there is violence or destruction to Cornerstone Apartments property staff or guests.



## **Procedures for Exiting a Participant**

**Regardless of the reason for exiting a participant, the case manager assigned to them is required to:**

1. Whenever possible, arrange a participant exit conversation (preferably an in-person meeting when possible) to discuss the participant's perception of their own housing stability, review goals, progress,, and reasons for exit, and to provide exit referrals to appropriate community resources.
2. Complete an Exit Summary for inclusion in the Participant's case file. Exit summaries should include:
  - a. A summary of the case
  - b. Details of the participant exit conversation
  - c. Progress made throughout the participant's participation in the program
  - d. The participant's reason for exiting the program (If the participant is stably and sustainably housed, the case manager should elaborate on why they believe that the participant's housing situation is both stable and sustainable).
  - e. Compose and mail or personally deliver a program exit letter to the participant's last known address inclusive of:
    - a. The participant exit summary
    - b. Appropriate referral sources
3. Close out the participant and any family members in HMIS
4. Maintain exited participant's case file in secure location for future reference

# Complaint Resolution Participant Procedure

As a resident of Cornerstone Apartments, you have the right to:

1. Be given information about your rights and responsibilities as a program participant.
2. Be given information about program procedures and rules for services provided.
3. Be treated with courtesy and respect by all representatives of Cornerstone Apartments.
4. Be free from corporal punishment, harassment, intimidation, threats, harm, assault, or humiliation by any other participant or staff member.
5. Be in a safe and healthful environment.
6. Be an active participant in service plans that involve you and your family, and be provided with a copy.
7. Participate in religious services on a voluntary basis.
8. Receive assistance in exercising the right to vote.
9. Receive copies of forms and other documents that you have signed and to review intake and exit paperwork.
10. Free expression as long as it does not interfere with the rights of others.
11. Expect that your file and information about you will be kept confidential within Cornerstone Apartments. Information shared with other agencies will require a release of information signed by you.
12. Voice complaints and/or suggest changes in the program without threats or discrimination.
13. Access to services without discrimination based on race, creed, color, national origin, religion, sexual orientation, gender, physical handicap or age.

As a resident in Cornerstone Apartments, you have the responsibility to:

1. Follow program rules.
2. Assist in keeping a safe environment.
3. Request more information about anything you do not understand related to the program and services.
4. Contact a staff person if you have concerns about the services or the program environment.

## COMPLAINT RESOLUTION PROCEDURE

1. Discuss the concern with a staff person.
2. When the concern or complaint cannot be resolved through verbal discussions, the complaint should be put in writing (a communication form will be provided to you as well as additional assistance in completing the form if requested). Please indicate which of your rights you feel has been violated.
3. The communication form will be given to a program manager who will acknowledge that it was received within one business day and will investigate the situation. A mediation or appeals committee may occur at this point, if determined appropriate.
4. If the matter remains unresolved or resolution provided is unsatisfactory, you have the right to submit your concern to the Cornerstone Rescue Mission Executive Director or designee listed below. Again, please indicate which of your rights you feel has been violated.
5. The Executive Director (or designee) will investigate and final decision will be communicated to you within five (5) working days.

The supervisor(s) of this program are: Mary Ann Leanna

Program Manager

The Executive Director is: Lysa Allison

The Executive Director's contact information: 605-718-8712, [ljallison@cornerstonemission.org](mailto:ljallison@cornerstonemission.org)

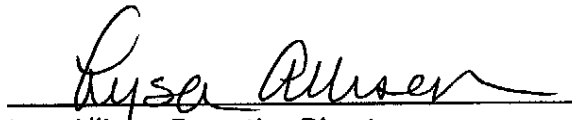
**Memorandum of Understanding  
Between  
Cornerstone Apartments  
and  
Cornerstone Rescue Mission**

The two parties referenced above hereby enter into a Memorandum of Understanding (MOU) for documenting Cornerstone Rescue Mission in-kind contributions to Cornerstone Apartments, a permanent-supportive housing facility for formerly homeless families with disabilities funded by the US Department of Housing and Urban Development, and operated by Cornerstone Apartments Management.

Cornerstone Rescue Mission agrees to provide approximately \$23,920 on Maintenance Salary Steve Bitz's salary is \$11.50 an hour at 40 hours a week, he provides maintenance and upkeep of the Cornerstone Apartments during the grant-operating year January 1<sup>st</sup>, 2021, through December 31<sup>st</sup>, 2021.

Entered into this July 31<sup>st</sup> 2019

For Cornerstone Apartments

A handwritten signature in cursive script, reading "Lysa Allison", is written over a horizontal line.

Lysa Allison, Executive Director  
Cornerstone Rescue Mission

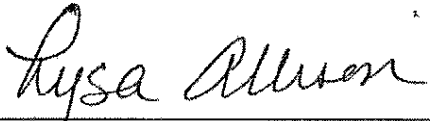
**Memorandum of Understanding  
Between  
Cornerstone Apartments  
and  
Cornerstone Thrift Store**

The two parties referenced above hereby enter into a Memorandum of Understanding (MOU) for documenting Cornerstone Thrift Store in-kind contributions to Cornerstone Apartments, a permanent-supportive housing facility for formerly homeless families with disabilities funded by the US Department of Housing and Urban Development, and operated by Cornerstone Apartments Management.

Cornerstone Thrift Store agrees to provide Furniture and household items to individuals and families who reside at Cornerstone Apartments during the grant-operating year January 1<sup>st</sup>, 2021 through December 31, 2021. The value of the services to be provided is \$25,700 over a 52-week operating year. Cornerstone Thrift store offers resale items and vouchers to individuals and families in Rapid City, SD.

Effective this July 31, 2019

For Cornerstone Apartments



Lysa Allison  
Executive Director  
Cornerstone Rescue Mission



Penny Lingenfelter  
Program Manager  
Cornerstone Thrift Store