FY2022 CONTINUUM OF CARE RENEWAL PROJECT APPLICATIONS REQUIRED DOCUMENTS CHECKLIST

DUE BY AUGUST 31, 2022 BY 12:00 P.M. PACIFIC DAYLIGHT TIME

The following documents along with this checklist must be attached and submitted with the FY2022 CoC Renewal Project Application.

Agency Name:

☐ **Exhibit 1: Agency Information Form**

    ☐ **Attachment 1:** Board of Directors' Resolution

    ☐ **Attachment 2:** Two most recent agency financial audits by a certified public accountant (CPA)[1].
        ▪ On a separate document on agency letterheads and with the Board president's signature, discuss any findings from the audits and actions your agency has taken with associated dates or plans to address any concerns.

    ☐ **Attachment 3:** Two most recent single audits[2], previously known as the OMB Circular A-133 audit, if applicable.

☐ **Exhibit 2: Agency Certification for Renewal Projects**

☐ **Exhibit 3: Terms and Conditions**

☐ **Exhibit 4: Orange County Continuum of Care Participation**

☐ **Exhibit 5: Project Information Form**

    ☐ **Attachment 4:** Most recent HUD Monitoring Letter and clearance letter for renewal project, if applicable

    ☐ **Attachment 5:** Certification of Consistency in the Consolidated Plan[3]

    ☐ **Attachment 6:** Environmental Review [4]– Limited Scope Environmental Review Form or Environmental Review of Categorically Excluded Not Subject to Section 58.5 or Environmental Clearance Letter

    ☐ **Attachment 7:** 25% Match Documentation, including letters of match commitment and/or in-kind Memorandum of Understanding (MOU)

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[1] Financial audits must be dated 2019 or later.

[2] Single audits must be dated 2019 or later.

[3] Instructions for completing Attachment 5 can be found on the Orange County CoC NOFO webpage at https://www.ochealthinfo.com/fy2022cocnofo

[4] Instructions for completing Attachment 6 can be found on the Orange County CoC NOFO webpage at https://www.ochealthinfo.com/fy2022cocnofo

        ☐ **Attachment 8:** Document(s) supporting Housing First Model

☐ **Exhibit 6: Project Effectiveness**

        ☐ **Attachment 9:** Annual Performance Report for last completed grant term of the CoC Renewal Project.

☐ **Exhibit 7: Equity, Access and Inclusion**

☐ **HUD CoC Project Application (e-SNAPS and related attachments)**[5]

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[5] For detailed instruction on entering data into e-SNAPS visit the HUD Exchange for the *Renewal Project Application Detailed Instructions and Navigational Guide*: https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY-2022-CoC-Application-Detailed-Instructions.pdf

EXHIBIT 1: AGENCY INFORMATION FORM

Agency Name:

Agency Type[6]:

Number of Renewal Projects:

Employer or Taxpayer Identification Number (EIN/TIN)	
System Award Management (SAM):	
DUNS #:	
Unique Entity Identifier (UEI):	

Agency Complete Address:	
Phone:	
Fax:	
Email:	

Grant/Agency Contact Person:	
Phone:	
Email:	

Agency Director:	
Phone:	
Email:	

HMIS Agency Contact Person:	
Title:	
Email:	
Phone:	

1. **How often does your agency draw down funds from LOCCS? Check appropriate box**.

   ☐ Monthly   ☐ Quarterly
   ☐ Every other month   ☐ Other:

   a. **If the agency is drawing down less than quarterly per grant, please provide an explanation below.**

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[6] Examples of Agency Type: Not-for-Profit Organization, Faith-Based Organization, Public Housing Authority, or other unit of local government.

EXHIBIT 2: AGENCY CERTIFICATION FOR RENEWAL PROJECTS

Agency Name:

The Orange County Continuum of Care (CoC) is requiring agencies currently receiving CoC Program funding and interested in applying for funding for renewal projects in the FY2022 CoC Program Notice of Funding Opportunity (NOFO) to complete an Intent to Renew Survey via SurveyMonkey and the FY2022 CoC Renewal Project Application.

Given the expedited timeline for the FY2022 COC NOFO, the County of Orange as the Collaborative Applicant for the Orange County CoC aims to streamline the local competition process and reduce the administrative burden on agencies with CoC Renewal Projects.

Agencies submitting CoC Renewal Project Applications must at be considered as having met these requirements through its previously approved grant and will continue to meet the following requirements if awarded:

1. Meet the eligibility requirements of the CoC Program as described in the Act and the Rule and provide evidence of eligible required in application, including administrative and programmatic capacity; participation of not less than one person with lived experiencing of homelessness on the Board of Directors', and nonprofit documentation.
2. Demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and the capacity to administer federal funds.
3. Have a code of Conduct that complies with the requirements of 2 CFR part 200 and is on file with HUD. If not included in HUD's website, the agency is able to provide a copy of the code of conduct at the request of the County.

I hereby acknowledge that:

1. The above-named agency meets the described requirements within Exhibit 2 and is able to provide documented proof within two business days, if requested by the County.
2. The submitted components of the Agency Administrative Review will be evaluated and reviewed to determine the agency's capacity to be recommended to receive renewal funding and manage a new grant for the renewal project.
3. The Authorized Agency Representative of the CoC Renewal Project has completed and submitted the FY 2022 Intent to Renew Survey, indicating intent to renew project(s), discuss consolidation of project(s) and/or reallocation of funding, and interest in applying for new project funding.
4. All information contained in the FY2022 Intent to Renew Survey and CoC Renewal Project Application is accurate and true, and based on the agency's current records.

Name, Title and Signature of Person who will complete the application:

Name/Title	**Signature**	**Date**

Name, Title and Signature of Person authorized to sign the HUD application:

Name/Title	**Signature**	**Date**

I certify, on behalf of my agency that all information contained in the FY2022 Intent to Renew Survey and CoC Renewal Project Application is accurate and true, and based on our current records. I understand that falsifying information or failing to provide accurate information will have a negative impact on my overall review and may result in removal from the Orange County CoC's Application to HUD.

Executive Director/CEO/President	**Date**

EXHIBIT 3: TERMS AND CONDITIONS

Agency Name:

FY2022 CoC Renewal Project Application

The Orange County Continuum of Care (CoC) reserves the right to communicate with the U.S. Department of Housing and Urban Development (HUD), other government agencies, lenders, providers, cities, grantors and other participants associated with the FY2022 Intent to Renew Survey and CoC Renewal Project Application to obtain additional clarification of design of renewal project(s), or agency's administrative, fiscal and programmatic capacities, and to utilize this information in the evaluation process.

The Orange County CoC reserves the right to reject any project application received in response to this FY2022 CoC Renewal Project Application, if it is deemed inappropriate and/or incomplete and/or is not in the best interest of the County of Orange and/or Orange County CoC.

The Orange County CoC makes no representation that any funding will be guaranteed to any applicant responding to the FY2022 CoC Renewal Project Application.

An agency may not be recommended for renewal by the Orange County CoC if it has a history of past or current contract non-compliance with HUD, a termination for cause by any other funding source, disallowed costs with the County of Orange or any other funding source, financial audit findings, capacity concerns, and/or low project performance.

The Orange County CoC reserves the right to verify information submitted in the application. Falsifying information or failing to provide accurate information will have a negative impact the proposed project overall review and may result in removal from the Orange County CoC's Application to HUD in response to the FY2022 CoC Program Notice of Funding Opportunity (NOFO).

Coordinated Entry System (CES) Participation

The agency understands the CoC renewal project(s) must participate in CES and failure to fill all Permanent Supportive Housing and Rapid Rehousing program openings through referrals from the CES will have a negative impact the CoC Performance as well as on the Agency and Project Performance during the current and/or future funding cycles.

Housing First Model

Housing First is a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). Joint transitional housing and rapid rehousing projects as well as supportive service only projects can be considered to be using a housing first model for the purposes of the FY2022 CoC Program NOFO if the project operate with low-barriers, work to quickly move people into permanent housing, do not require participation in supportive services, and, for joint transitional housing and rapid rehousing projects, do not require any preconditions for moving into the transitional housing (e.g., sobriety or minimum income threshold). The agency understands the CoC renewal project(s) must operate utilizing a Housing First Model and failure to do will have negative impact the CoC Performance as well as on the Agency and Project Performance during the current and/or future funding cycles.

Project Performance Measures

The Project Performance Reports for Permanent Supportive Housing and Rapid Rehousing that were published in April 2022 and May 2022 by 2-1-1 Orange County, the HMIS Lead, will be used to evaluate the renewal project's performance as part of the Rating and Ranking process for the FY2022 CoC Program NOFO. In addition, the Average Data Quality Score from Quarter 1 of the 2022 HMIS Data Quality Report Cards will be included in the analysis. The CoC NOFO Ad Hoc has reviewed and will recommend the performance measures and thresholds below to the CoC Board to be included in this analysis. **The measures and thresholds below are subject to change based on the approval of the Continuum of Care Board.**

Performance Measure	Rapid Re-Housing	Permanent Supportive Housing
Average Data Quality	Greater than or equal to 98%	Greater than or equal to 98%
Entries from Homelessness	100%	100%
Days Until Permanent Housing Placement Score	Less than or equal to 30 Days	Less than or equal to 30 Days
Stayers with Increased Income	Greater than or equal to 40%	Greater than or equal to 65%
Leavers with Increased Income	Greater than or equal to 44%	Greater than or equal to 45%
Successful Exits to Permanent Housing	Greater than or equal to 80%	Not Applicable
Returns to Homelessness	Less than or equal to 7%	Less than or equal to 7%
Unit Utilization	Not Applicable	Greater than or equal to 95%
Stabilized in Permanent Housing	Not Applicable	Greater than or equal to 93%
Successful CES Referrals	Greater than or equal to 60%	Greater than or equal to 50%
Days Between CES Match and Enrollment	Less than or equal to 14 days	Less than or equal to 45 days

I hereby acknowledge that I have read and understood the terms and conditions above and agree to all the terms and conditions.

Name, Title and Signature of Person who will complete the application:

_____   _____
Name/Title   **Signature**

Name, Title and Signature of Person authorized to sign the HUD application:

_____   _____
Name/Title   **Signature**

EXHIBIT 4: ORANGE COUNTY CONTINUUM OF CARE PARTICIPATION

Agency Name:

LOCAL PARTICIPATION

The level of agency participation at the local Continuum of Care (CoC) and CoC Board, Committees, Working Groups, and/or Ad Hocs will be considered in the Request for Proposals evaluation process.

1. **Is your agency a general member of the Orange County CoC?**
   ☐ Yes   ☐ No

2. **Describe your agency's participation in the Orange County CoC, including participation in the Board, Committee, Working Groups and Ad Hocs and related meetings.**

| |
| |
| |

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

It is critical that programs in the Orange County CoC submit timely, complete, and accurate data to HMIS to assist in CoC evaluation of performance measures on a program and systems-wide level.

3. **Does your agency currently participate in the HMIS User Meetings, and the Data and Performance Management Meetings facilitated by 2-1-1 Orange County, as the HMIS Lead?**
   ☐ Yes   ☐ No

   a. **If your agency does not participate in the HMIS User Meetings and the Data and Performance Management Meetings, please indicate why and provide a detailed plan on how your agency will begin participating in the HMIS related meetings.**

| |
| |
| |

4. **Does your agency currently participate in another CoC's HMIS or comparable database that complies with HUD's HMIS requirements if your agency is a victim services provider?**
   ☐ Yes   ☐ No

   a. **If your agency does participate in another CoC's HMIS or comparable database, indicate the CoC and the HMIS or comparable database vendor.**

Continuum of Care	HMIS or Comparable Database Vendor

2022 POINT IN TIME COUNT

5. **Did your agency participate in the 2022 unsheltered homeless count for the Orange County CoC?**
   ☐ Yes   ☐ No

6. **Did your agency submit the complete and accurate information requested for the 2022 sheltered homeless count for the Orange County CoC by the deadline?**
   ☐ Yes   ☐ No   ☐ Not Applicable

   a. **If not, please indicate how many days after the deadline information was submitted and the reason(s) why your agency did not meet the required deadline.**

2022 HOUSING INVENTORY COUNT

7. **Did your agency submit the complete and accurate information requested for the Housing Inventory Count for Orange County CoC by the deadline?**
   ☐ Yes   ☐ No

   a. **If not, please indicate how many days after the deadline information was submitted and the reason(s) why your agency did not meet the required deadline**

COORDINATED ENTRY SYSTEM (CES)

The Orange County CES connects existing programs together into a "no wrong door network" to streamline processes through which communities assess, house, and persons experiencing homelessness; to ensure all our community members experiencing homelessness are known and supported; to target and maximize limited housing resources; and comply with the federal mandate to adopt a coordinated entry process for housing. Agencies receiving HUD's CoC Program components are required to participate in the existing Orange County CES and assessment efforts.

8. **Describe how your agency currently participates in the Orange County CES? In your answer describe your agency's role and function, and which components of CES (i.e., family, individuals' veterans).**

EXHIBIT 5: PROJECT INFORMATION FORM

Agency Name:

Renewal Project Name:

Renewal Grant Amount:

Program Type:
☐ Permanent Housing Project – Permanent Supportive Housing (PSH)
☐ Permanent Housing Project – Rapid Rehousing (RRH)
☐ Supportive Services Only (SSO)
☐ Joint Transitional Housing and Permanent Housing – Rapid Rehousing Project (Joint TH-RRH)
☐ Homeless Management information System (HMIS)

1. **Is the agency considering any of the activities listed below that may impact the renewal project application? If so, select the activity below.**
    ☐ Voluntary Re-Allocation
    ☐ Consolidation Project
    ☐ Transition Project
    ☐ Not Applicable

2. **Please describe the household type and/or subpopulation that the project serves. Include total number of households and participants to be served.**

3. **Has the agency returned any funds in the last 3 completed grant terms for this CoC Renewal Project?**
    ☐ Yes   ☐ No

    a. **If yes, please complete the chart below for detailing the returned funds and grant year. Please note, tat these figures may be verified with HUD.**

Year	Grant Start – Grant End Date	Amount Returned	Reason for Return
2021			
2020			
2019			
2018			

4. **Has the CoC Renewal Project been monitored by HUD in the last four years?**
    ☐ Yes   ☐ No

a. **If yes, please provide the most recent HUD Monitoring Letters and clearance letters for the CoC Renewal Project, if applicable, and label the documents Attachment 4.**

5. **How much match (cash and in-kind) does your agency expect to provide for this CoC Renewal Project as part of the FY2022 CoC NOFO?** Match Requirements - All eligible funding costs, except leasing, must be matched with no less than 25% cash or in-kind contribution. Provide verification of 25% match and label the documents **Attachment 7**.

Total Commitment Amount		Source(s)
Cash	In-Kind	

6. **The CoC Renewal project is required to participate in the Orange County Coordinated Entry System (CES) and will require 100% of housing opportunities be filled through CES. Please describe how your CoC Renewal Project will partner with CES to efficiently maximize housing opportunities available through this project.**

7. **Describe how the project utilizes the coordinated entry system process to promote participant choice, coordinate homeless assistance and housing, and make services to ensure people experiencing homelessness receive assistance quickly, and make homelessness assistance open, inclusive, and transparent**

8. **Describe how the CoC Renewal Project engages with landlords and property owners to identify housing units available for the project participants, remove barriers to entry and adopt client-centered service methods?**

9. **Complete the checklist below by checking off items that are in alignment with your agency's CoC Renewal Project in response to the FY 2022 CoC Program NOFO.[7]**

   ☐ Access to program is not contingent on sobriety, minimum income requirements, lack of a criminal record, completion of treatment, participation in services, or other unnecessary conditions.

   ☐ Program or project does everything possible not to reject an individual or family on the basis of poor credit or financial history, poor or lack of rental history, minor criminal convictions, or behaviors that are interpreted as indicating a lack of "housing readiness."

   ☐ People with disabilities are offered clear opportunities to request reasonable accommodations within applications and screening processes and during tenancy and building and apartment units include special physical features that accommodate disabilities.

   ☐ If program or project cannot serve someone, we work through the coordinated entry process to ensure that those individuals or families have access to housing and services elsewhere.

   ☐ Housing and service goals and plans are highly tenant driven.

   ☐ Supportive services emphasize engagement and problem-solving over therapeutic goals.

   ☐ Participation in services or compliance with service plans are not conditions of tenancy but are reviewed with tenants and regularly offered as a resource to tenants.

   ☐ Services are informed by a harm-reduction philosophy that recognizes that drug and alcohol use and addiction are a part of some tenants' lives. Tenants are engaged in non-judgmental communication regarding drug and alcohol use and are offered education regarding how to avoid risky behaviors and engage in safer practices.

   ☐ Substance use in and of itself, without other lease violations, is not considered a reason for eviction.

   ☐ Tenants in supportive housing are given reasonable flexibility in paying their share of rent on time and offered special payment arrangements for rent arrears and/or assistance with financial management, including representative payee arrangements.

   ☐ Every effort is made to provide a tenant the opportunity to transfer from one housing situation, program, or project to another if a tenancy is in jeopardy. Whenever possible, eviction back into homelessness is avoided.

   ☐ The project follows all Fair Housing Laws.

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[7] Checklist from the United States Interagency Council on Homelessness. "Housing First Checklist: Assessing Projects and Systems for a Housing First Orientation." Sept. 2016, https://www.usich.gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL.pdf

10. **Please provide any additional information or context that would assist the CoC NOFO Ad Hoc in evaluation the CoC Renewal Project's Performance, including the last submitted Annual Performance Report (APR), Data Quality Report, and the Project Performance Measures as detailed in Exhibit 3.**

EXHIBIT 6: PROJECT EFFECTIVENESS

Agency Name:

Project Name:

Grant Term:

Grant Amount for the Above Term:

To assist in evaluating CoC Renewal Project effectiveness, through the FY2022 COC Renewal Project Application, CoC Renewal Projects are required to provide information from the Annual Performance Report (APR) for the last completed grant term.

Below are instructions to pull the APR for CoC Renewal Project
1. To access the APR, login to Clarity at https://oc.clarityhs.com/login.
2. Click on the square grid on the top bar of the agency home page, then click on "Reports" to navigate to the report library.
3. Scroll down to "HUD Reports", locate "Annual Performance Report" and click "Run".
4. Once the APR is open, you will be asked to make selections to run the report:
    a. If given the option, Select Agency under "Switch Agency Access"
    b. For "CoC Filter Category" select "Program CoC"
    c. For "Program Type(s)", select agency's program type or select "All" if applicable
    d. For "Program Status" click "All Programs" or "Active Programs"
    e. Select the Program
    f. For "Apply Client Location Filter" select "No"
    g. For "Funding Criteria" select "Not Based on Funding Source"
    h. For "Report Date Range" use the last completed grant term for project
    i. For "Report Output Format" select "PDF"
    j. Click "Submit" to run report

1. **Please complete the table below based on information from the project's APR for the last completed grant term.**

Total number of persons served:	
Number of Adults:	
Number of Children:	
Number of leavers:	
Number of Veterans:	
Number of Chronically Homeless Persons:	
Households Served	**Total**
Total Households	
Households with Children	
Households without Children	
Physical and Mental Health Conditions at Start	**Total**

Mental Health Problem			
Alcohol Abuse			
Drug Abuse			
Both Alcohol and Drug Abuse			
Chronic Health Conditions			
HIV/AIDS			
Developmental Disability			
Physical Disability			
Number of Non-Cash Benefits	**At Entry**	**Stayers**	**Leavers**
No Source			
1+ sources			
Client does know			
Data Not collected			
Total			
Health Insurance	**At Entry**	**Stayers**	**Leavers**
No Source			
1 source			
Other			
Data Not collected			
More than 1 source of health insurance			
Not yet required to have an assessment			
Exit Destination	**Total**		
Permanent Destination			
Temporary Destination			
Other destinations			
Institutional Settings			

2. **Please indicate the per household costs as calculated by the agency for the CoC Renewal Project. Provide additional information as to how these household costs were calculated.**

3. **Please indicate the per household cost by calculating the total grant amount divided by the total household served, as a straight math equation.**

Project Cost-Effectiveness	
Total Grant Amount	$
Total Households Served	
Per Household Cost[8]	$

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[8] To calculate cost per household, divide the total grant amount by total households served.

EXHIBIT 7: EQUITY, ACCESS AND INCLUSION

Agency Name:

Project Name:

1. **Describe how the CoC Renewal Project has worked to identify barriers that lead to racial disparities, taken steps to eliminate barriers to improve racial equity, and implemented measures to evaluate the efficacy of the steps taken within the project.**

2. **Describe how the CoC Renewal Project considers the severity of barriers (i.e., substance use, history of domestic violence, criminal history) experienced by program participants and works to overcome those barriers to support rapid replacement in permanent housing and/or the ability to maintain permanent housing.**

3. **Describe how the CoC Renewal Project is addressing the needs of individuals who identify as Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, and Other Gender or Sexual Identities (LGBTQ+). In the answer include information on training and anti-discrimination policies that ensure LGBTQ+ individuals and/or families receive services from the CoC Renewal Project free from discrimination.**

4. **Describe how the CoC Renewal Project ensures the privacy, respect, safety, and access of participants regardless of gender identity or sexual orientation.**

5. **Describe how the CoC Renewal Project includes people who are currently experiencing or have formerly experienced homelessness in the review and updating of program policies and/or other aspects of the program.**

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6. **Does the CoC Renewal Project prioritize hiring people who have experienced homelessness in areas where their expertise is needed?**

   ☐ Yes   ☐ No

   a. **If yes, describe how the project does this and benefits from hiring people who have lived expertise[9]?**

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[9] "Lived expertise" includes an individual who has lived experience of homelessness.