

Orange County Continuum of Care

FY2022 Continuum of Care Renewal Project Application

Released

August 15, 2022

Submission Deadline

August 31, 2022, at 12:00 p.m. (PDT)

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ORANGE COUNTY CONTINUUM OF CARE (CoC) FY2022 CoC RENEWAL PROJECT APPLICATION

INTRODUCTION

On an annual basis, the U.S. Department of Housing and Urban Development (HUD) provides funding for homeless service programs authorized under the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act through a Continuum of Care (CoC) Program Notice of Funding Opportunity (NOFO) process. In order to submit an application to HUD for renewal funding, all agencies must submit a local Intent to Renew Survey and CoC Renewal Project Application(s) to the Orange County CoC for evaluation to determine renewal status. The evaluation process helps to ensure a high standard of quality for renewal applicants and may also be used to make funding reallocation decisions at the local level. All renewal projects are currently under review for inclusion in the FY 2022 CoC Application. If the CoC Board reallocates any projects or portion of a project, the agencies will be notified.

The County of Orange's (County) Office of Care Coordination as the Collaborative Applicant for the Orange County CoC facilitates this local renewal process in collaboration with the CoC Board. In Orange County, the CoC Board is the group of community stakeholders that sets local priorities for the CoC Program NOFO funding. The CoC Board and the CoC NOFO Ad Hoc, in collaboration with County, will evaluate FY2022 CoC Program NOFO regulations along with agency and project performance on the past grant(s) to ensure successful and competitive application is submitted to HUD. **Please note that renewal funding is not guaranteed upon submission of the FY2022 CoC Renewal Projects Application(s) to the County.**

RENEWAL ELIGIBILITY

An agency and its related renewal project(s) may not be recommended for renewal by the Orange County CoC if:

- It has a history of past and/or current contract non-compliance with HUD,
- a termination for cause by any other funding source,
- disallowed cost with the CoC Program or any other funding sources,
- significant financial audit findings, capacity concerns, and/or
- low project performance.

A project is considered eligible for renewal in the FY 2022 CoC Program NOFO competition if the project:

- has or will have an executed grant agreement with HUD by December 31, 2022, and have an expiration date in in calendar year 2023 (between January 1, 2023, and December 31, 2023),
- has been included on the Grant Inventory Worksheet (GIW),
- has met all performance spending and capacity requirements, and
- any other requirements outlined in the FY 2022 CoC Program NOFO.

APPLICATION REVIEW PROCESS

The Orange County CoC will complete its evaluation of agencies and renewal projects through a two-step process – Intent to Renew Survey and Renewal Project Application– to determine which agencies and projects are eligible to submit an application in the FY 2022 CoC Program NOFO. Both components support an agency administrative review and project performance evaluation.

At the completion of the Intent to Renew Survey and the Renewal Project Application, the Orange County CoC, CoC Board and CoC NOFO Ad Hoc will establish the FY 2022 CoC Application Renewal Project Evaluation Process based on FY 2022 CoC Program NOFO requirements and project priorities. A copy of these policies will be distributed to the agencies. Additionally, all agencies will be notified of their project(s) rank and scores through a Project Priority Listing after it has been evaluated and approved by County, the CoC NOFO Ad Hoc, and the CoC Board.

Agencies that fail to submit the Project Renewal Application will forfeit their project(s) funding and their funds will be reallocated. Consequently, the Orange County CoC will prepare policies, funding priorities and conduct a Request for Proposal (RFP) to reallocate funding for projects that are **not** eligible to renew.

The Orange County CoC will also utilize the Homeless Management Information System (HMIS) to review data concerning individuals and families experiencing homelessness or chronic homelessness that is collected by CoC funded projects seeking to renew funding. The HMIS data tracks the progress of CoC funded programs in meeting CoC and project-specific performance goals, to support communitywide planning, and to identify resources to address homelessness. The data in HMIS will be used to evaluate project performance for Renewal Projects. The performance measures and thresholds for the Permanent Supportive Housing, Rapid Rehousing and Joint Transitional Housing and Permanent Housing – Rapid Rehousing (Joint TH/PH-RRH) renewal projects will be presented to the CoC Board for approval and inclusion in the FY 2022 CoC Program NOFO Rating and Ranking process. CoCs need high-quality HMIS data to complete the homelessness components of the Consolidated Plan and to meet HUD reporting requirements, such as the required Point In Time (PIT) Count, Annual Performance Report (APR) and Longitudinal Systems Analysis (LSA). Finally, HMIS data is essential to documenting a CoC's qualifications as a high-performing community.

Evaluation of Application Components

Each agency and renewal project(s) will be rated and ranked per the CoC Board approved policy, HUD requirements, and guidelines from the FY 2022 CoC Program NOFO.

The following application components will be utilized in the scoring process:

1. Agency Administrative Review
2. Project Submittal in e-snaps
3. Project Performance
4. Project Effectiveness
5. Coordinated Entry System Participation
6. Housing First Model and/or Low Barrier Implementation
7. Unspent Funds
8. Equity, Access, and Inclusion
9. Other local priorities, as approved by the CoC Board

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10. Other HUD requirements, as required by FY 2022 CoC Program NOFO

Once an agency has completed the Intent to Renew Survey and the Renewal Project Application and is being recommended by the CoC Boards for inclusion in the CoC Program application to HUD, the Project Priority Listing must be completed.

Project Priority Listing

All Renewal Project Applications must be ranked and approved by the CoC Board as recommended by CoC NOFO Ad Hoc. The County will then rank the approved Renewal Project Applications in either Tier 1 or Tier 2 as described on pages 13 through 15 of the FY 2022 CoC Program NOFO.

HUD will continue the Tier 1 and Tier 2 funding selection process. HUD will establish each CoC's Tier 1 and Tier 2 amounts based on the total amount of funds requested by eligible renewal project applications on the Renewal Project Listing combined with the eligible renewal project amount(s) that were reallocated as listed on the reallocation forms in the CoC Priority Listing. HUD has posted a report that lists each CoC's Preliminary Pro Rate Needs (PPRN), estimated Annual Renewal Demand (ARD), Tier 1, CoC Planning Grant, CoC Bonus, and Domestic Violence (DV) Bonus on [HUD's website](#). HUD has not posted the final Grant Inventory Worksheet (GIW) yet, however, final GIW's will be available at a later date on [HUD's website](#).

The FY 2022 CoC Program NOFO estimated the ARD for Orange County CoC is \$29,942,953.

Tier 1 is equal to 95 percent of the CoC's ARD. **For the Orange County CoC Tier 1 is equal to \$28,445,805.35.** Project applications in Tier 1 will be conditionally selected from the highest scoring CoC to the lowest scoring CoC, provided the project applications pass both project eligibility and project quality threshold review, and if applicable, project renewal threshold. Any type of new or renewal project application can be placed in Tier 1, except CoC Planning Grant which is not ranked. If a DV Bonus project ranked in Tier 1 is selected with DV Bonus funds, the project will be removed from this tier by HUD and the projects below it will move up one rank position. However, if a new DV Bonus project is not selected with DV Bonus funds, the project will retain its ranked position. In the event insufficient funding is available to award all Tier 1 projects, Tier 1 will be reduced proportionately, which could result in some Tier 1 projects falling into Tier 2, which is described below.

Tier 2 is the difference between Tier 1 and the maximum amount of renewal, reallocation, and CoC Bonus funds that a CoC can apply for but does not include CoC Planning Grant or projects selected with DV Bonus funds. If a DV Bonus project ranked in Tier 2 is selected with DV Bonus funds, the project will be removed from this tier and the projects below it will move up one rank position. However, if a new DV Bonus project is not selected with DV Bonus funds, the project will retain its ranked position. Project applications placed in Tier 2 will be assessed for project eligibility and project quality threshold requirements, and if applicable, project renewal threshold requirements, and funding will be determined using the CoC Application score as well as the factors listed in Section II.B.11 of the FY2022 CoC Program NOFO.

HUD will award a point value to each new and renewal project application that is in Tier 2 using a 100-point scale:

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- a. *CoC Score* – Up to 50 points in direct proportion to the score received on the CoC Application (e.g., if a CoC received 100 out of 200 points on the CoC Application, the project application would receive 25 out of 50 points for this criterion).
- b. *CoC Project Ranking* – Up to 40 points for the CoC's ranking of the project application(s). To consider the CoCs ranking of projects, point values will be assigned directly related to the CoCs' ranking of project applications. The calculation of point values will be 40 times the quantity $(1-x)$ where x is the ratio of the cumulative funding requests for all projects or portions of projects ranked higher by the CoC in Tier 2 plus one half of the funding of the project of interest to the total amount of funding available in Tier 2. For example, if a CoC is eligible to apply for projects totaling \$500,000 in Tier 2 and applies for 5 projects ranked in Tier 2 of \$100,000 each: the highest-ranked project would receive 36 points, and then the subsequently ranked projects would receive 28, 20, 12, and 4 points.
- c. *Commitment to Housing First* – Up to 10 points based on the project application's commitment to follow a housing first approach as defined in Section III.B.2.o of the FY 2022 CoC Program NOFO. Dedicated HMIS projects and supportive services only for centralized or coordinated assessment system (SSO-CE) projects will automatically receive 10 points.

If a project application straddles the Tier 1 and Tier 2 funding line, HUD will conditionally select the project up to the amount of funding that falls within Tier 1. Using the CoC score and other factors described in Section II.B.11 of the FY2022 CoC Program NOFO, HUD may fund the Tier 2 portion of the project. If HUD does not fund the Tier 2 portion of the project, HUD may award the project at the reduced amount, provided the project is still feasible with the reduced funding (e.g., is able to continue serving homeless program participants effectively).

AGENCY ADMINISTRATIVE REVIEW PROCESS

The general purpose of the Agency Administrative Review process is to assess agency's capacity to administer CoC homeless service projects while complying with HUD requirements and to ensure that agencies are able to meet the threshold requirements to proceed with the Renewal Project Application process. The results of the Agency Administrative Review process will be presented to the CoC NOFO Ad Hoc and the CoC Board for final approval. If an agency is submitting one or more Renewal Project Applications, the agency will need to submit the needed documents to complete the Agency Administrative Review only once.

The Agency Administrative Review process will also include a comprehensive review of the following:

1. Technical Requirements
2. Document Presentation Requirements
3. Timeliness
4. Intent to Renew Survey

Additionally, the County, reserves the right to administratively disqualify or penalize any agency and/or Renewal Project Application that does not comply with the Technical Requirements, Document Presentation Requirements, and timeliness requirements.

Technical Requirements

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1. One (1) printed original with signatures and two (2) complete copies. Both must be in binders with clearly labeled section tab dividers for all exhibits, attachments, and required documents.
2. One (1) electronic copy submitted via DropBox. Exhibits and attachments, and other required documents are to be organized and separated per Document Presentation requirements.
 - Note: Do not submit all Exhibits and Attachments as one condensed file. Each Exhibit and Attachment should be labeled as a separate file.

Document Presentation Requirements

1. Clearly identify which version is the original and which is the copy on the cover page of the submittal.
2. Tab Dividers will be clearly labeled between each exhibit and attachment.
3. All Exhibits and Attachments will be numbered separately within tab dividers, in accordance with the Supporting Documents Checklist. For electronic submissions, each Exhibit and Attachment should be a separate file and labeled accordingly.
4. Most recent documentation is submitted for each Exhibit and Attachment.
5. Do not leave any blank responses without an explanation (e.g., if the question is not applicable, indicate “N/A”).
6. All documents with a signature block must be signed by the authorized representative(s).
7. All supporting documents must be included in the submission.
8. All supporting documents must be legible.

In the event that the Renewal Project Application submittal does not meet the Technical Requirements and/or Document Presentation Requirements, the overall score of the Renewal Project Application will be negatively impacted. The following is a list of the possible reductions an Agency may receive in their overall submittal of the Renewal Project Application.

- One (1) point reduction for late applications
- One (1) point reduction for not meeting the Technical Requirements
- One (1) point reduction for not meeting the Document Presentation Requirements
- One (1) point reduction for each incomplete or missing exhibit

Reallocation of Unspent Funds

Reallocation is a process allowed by HUD that allows the CoC to improve its effectiveness by strategically aligning limited funding to housing people experiencing homelessness and prioritizing those experiencing chronic homelessness. CoCs are not only encouraged, but also expected to modify the Homeless Service System to serve the individuals and families experiencing homelessness with the highest needs. It is also a local process to reallocate funding from poor performing projects that do not achieve and/or support CoC's system performance, objectives, and goals.

Consequently, renewal projects may be reallocated through the local renewal process if:

- The project is not eligible to be included in the CoC Program Application; and
- The project has significant funds that are unspent from previous years; and
- The project has low performance and/or is not meeting CoC objectives and priorities.

To assess the level and extent of unspent funds, the Orange County CoC, in collaboration with the County and HUD, will be evaluating any unspent funds from agencies and renewal projects for the last three completed (3) grants and evaluating project information for the current grant.

REQUIRED DOCUMENTS FOR THE AGENCY ADMINISTRATIVE REVIEW

Please complete all the required forms listed below as part of the Agency Administrative Review. If an agency is submitting one or more Renewal Project Applications, the agency will need to submit the needed documents to complete the Agency Administrative Review only once.

- **Exhibit 1: Lead 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 audits², 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**

PROJECT RENEWAL APPLICATION(S) PROCESS

The Project Renewal Application(s) consists of all HUD required processes and documentation as well as local completion factors and the completion of an electronic application in the e-snaps system.

Project Eligibility Thresholds

The County and HUD will review all agencies and the renewal projects to determine if they meet the following project eligibility threshold requirements on a pass/fail standard. If the applicable standards are not met for a project, the project will be rejected.

1. The project requesting renewal funding through its previously approved grant application has no issues or concerns related to monitoring findings and/or results from investigations by HUD's Office of Inspector General, the agency routinely draws down funds from eLOCCS at least once per quarter and meets Annual Performance Report (APR) submissions deadlines.
2. Agency and potential subrecipients must meet the eligibility requirements of the CoC Program as described in the Act and the Rule and provide evidence of eligibility required in the application

¹ Financial audits must be dated 2019 or later.

² Single audits must be dated 2019 or later.

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3. Agency and potential subrecipients 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.
4. Project application must submit the required certifications specified in the FY2022 CoC NOFO via e-snaps.
5. The population to be served must meet program eligibility requirements as described in the Act, the Rule, and Section II.B.11.f of the FY2022 CoC NOFO.
6. Renewal project must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that meets the needs of the local HMIS.

Project Quality Threshold

The County and HUD will review all agencies and their renewal project applications to determine if they meet the following project quality threshold requirements. Rule. Additionally, the housing and services proposed must be appropriate to the Any project requesting renewal funding will be considered as having met project quality threshold requirements through its previously approved grant application unless information to the contrary is received and/or if the renewal project has compliance issues which results in the project not operating in accordance with the need of the program participants and the community. All renewal projects must meet all the following criteria:

1. Agency and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the CoC Program, as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings.
2. Agency must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85 for the renewal project. Agency must demonstrate that they have met all renewal project threshold requirements of this NOFO.

Project Renewal Threshold (per FY 2022 CoC Program NOFO, page 52)

The CoC must consider the need to continue funding for projects expiring in Calendar Year 2023. Renewal projects must meet minimum project eligibility, capacity, timeliness, and performance standards identified in the FY 2022 CoC Program NOFO or the project will be rejected from consideration for renewal funding.

1. When considering renewal projects for award, HUD will review information in eLOCCS; Annual Performance Reports (APRs); and information provided from local HUD Community Planning and Development (CPD) Field Office, including monitoring reports and audit reports, as applicable, and performance standards on prior grants, and will assess projects on a pass/fail basis using the following criteria:
 - a. Whether the project applicant's performance met the plans and goals established in the initial application as amended;
 - b. Whether the project applicant demonstrated all timeliness standards for grants being renewed, including the standard for the expenditure of grant funds have been met;

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- c. The project applicant's performance in assisting program participants to achieve and maintain independent living and record of success, except dedicated HMIS projects are not required to meet this standard; and
 - d. Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.
2. **HUD reserves the right to reduce or reject a funding request from the project applicant** for the following reasons:
- a. Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
 - b. Audit finding(s) for which a response is overdue or unsatisfactory;
 - c. History of inadequate financial management accounting practices;
 - d. Evidence of untimely expenditures on prior award;
 - e. History of other major capacity issues that have significantly affected the operation of the project and its performance;
 - f. History of not reimbursing sub-recipients for eligible costs in a timely manner, or at least quarterly; and
 - g. History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

REQUIRED DOCUMENTS FOR THE PROJECT RENEWAL APPLICATION(S)

Please complete all the required exhibits, attachments and forms listed below for each project renewal application being submitted.

- **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
 - **Attachment 6:** Environmental Review – 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)
 - **Attachment 8:** Documents 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)³

BRIEF OVERVIEW OF REQUIRED DOCUMENTS

Agency Certification for Renewal Projects (Exhibit 2)

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 as the Collaborative Applicant aimed to streamline the local competition process and reduce the administrative burden on agencies with CoC Renewal Projects. The completion of the Exhibit will aim to certify that the Agency meets the threshold requirements and is an eligible applicant under the FY2022 CoC NOFO.

Terms and Conditions (Exhibit 3)

The Exhibit outlines the terms and conditions of the FY2022 CoC Renewal Project Application and the FY2022 CoC Program, as well as outlines the applicant agency's understanding of the Orange County CoC's requirements if and when the proposed project is awarded by HUD. The Exhibit is to be signed by the person preparing application and by the Chief Executive Officer or Executive Director of the agency.

Orange County Continuum of Care Participation (Exhibit 4)

The Exhibit captures information related to the applicant agency's participation and involvement in the Orange County CoC and overall engagement in the homeless service system, including HMIS and CES requirements.

Project Information Form (Exhibit 5)

The Exhibit captures information on the proposed project to ensure that project design meets the needs of the target population as outlined in the renewal project application and the FY2022 CoC Program NOFO, as well as evaluates how the proposed project will operate within the Orange County CoC and improve outcomes for people experiencing homelessness with severe service needs and/or underserved communities. The Exhibit also captures information on leveraged housing and health care resources and how these will be used in the ongoing operations of the project and service delivery that best meets the needs of the population.

Additionally, it includes a Housing First Model Assessment given HUD's requirement that projects types funded through the CoC Program operate utilizing a Housing First approach to increase access to

³ 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>

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housing options for households that often face multiple barriers to housing. The 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 TH and PH-RRH and SSO projects can be considered to be using a housing first model for the purposes of the CoC Program, if they operate with low-barriers, work to quickly move people into permanent housing, do not require participation in supportive services, and, for transitional housing projects, do not require any preconditions for moving into the transitional housing (e.g., sobriety or minimum income threshold).

Certification of Consistency with Consolidated Plan (Attachment 5)

Each agency must submit a certification by the jurisdiction in which the renewal project(s) will be located that the agency's application for funding is consistent with the jurisdiction's HUD-approved consolidated plan. The certification must be made in accordance with the provisions of the consolidated plan regulations at 24 CFR part 91, subpart F. Form HUD-2991 must be completed and dated between June 30, 2022, and September 30, 2022, or date of submission, whichever one is the earliest date.

Environmental Reviews (Attachment 6)

The Environmental Review is required by HUD to ensure the project does not negatively impact the surrounding environment and that the property itself will not have adverse environmental or health effects on occupants. All CoC assistance is subject to the National Environmental Policy Act and applicable related Federal environmental authorities. Conditional selection of projects under the CoC Homeless Assistance competition is subject to the environmental review requirements of 24 CFR 582.230, and 882.804(c) as applicable.

The County will perform the Environment Review and once approved, will present the agency with an environmental clearance letter. This environmental clearance letter is addressed per project and will be valid for the next five (5) years from the day dated and may be submitted in lieu of the Environmental Review Forms.

The recipient, its project partners, and their contractors may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct property for a project under this NOFO, or commit or expend HUD or local funds for such eligible activities under the FY 2022 CoC Program NOFO, until the responsible entity (as defined by 24 CFR 58.2(a)(7)) has completed the environmental review procedures required by 24 CFR Part 58 and the environmental certification and Request for Release of Funds have been approved or HUD has performed an environmental review under 24 CFR Part 50 and the recipient has received HUD approval of the property. HUD will not release grant funds if the recipient or any other party commits grant funds before the recipient submits and HUD approves its Request for Release of Funds (page 95 of the FY 2022 CoC Program NOFO).

Financial Commitment (Attachment 7)

All eligible funding costs, except leasing, must be matched with no less than 25% cash or in-kind contribution. No match is required for leasing activities in the budget. The match requirements apply to project administration funds, along with the traditional expenses (operations, rental assistance, supportive services, and HMIS). Match must be met on an annual basis. HUD requires match letters to be submitted with the e-snaps application and should be included in the application submittal.

For in-kind match, the applicant agency may use the value of property, equipment, goods, or services contributed to the project, provided that, if the recipient or sub-recipient had to pay for such items with grant funds, the costs would have been eligible. If third party services are to be used as match, the third-party service provider that will deliver the services must enter into a memorandum of understanding (MOU) before the grant is executed documenting that the third party will provide such services and value towards the project. HUD requires Match letters to be submitted with the e-snaps application and should be included in the application submittal.

RFP REVIEW, SCORING AND SELECTION PROCESS

Review Process

Agencies seeking to renew funding for CoC Projects must submit materials as described in this solicitation. Applications that are late, incomplete, or substantially deficient may not be advanced to the CoC NOFO Ad Hoc for scoring. All applications will be reviewed to ensure they meet HUD threshold requirements and project quality threshold standards. Any correctable deficiencies will be identified, and selected applicants will have the opportunity to submit corrected documents before the final CoC application is submitted to HUD.

The Orange County CoC will utilize the CoC NOFO Ad Hoc to review each project that passes the technical and threshold review. Any member of the CoC who is making an application or is affiliated with an organization/agency that is making an application will not participate in the review and ranking process or otherwise influence those that are ranking the applications.

The CoC NOFO Ad Hoc will receive the applications and scoring instructions in advance of the meeting. The CoC NOFO Ad Hoc will hold one meeting to review and average their scores and arrive at a decision about which projects to fund. Should there be a need for clarification, the CoC NOFO Ad Hoc may call in applicants for a Question-and-Answer Session. This session is at the discretion of the CoC NOFO Ad Hoc.

In keeping with HUD requirements, the CoC NOFO Ad Hoc in collaboration with the County as the Collaborative Applicant will also assign a ranked order to all projects that will be funded. The CoC NOFO Ad Hoc will also recommend which project/s should be submitted in response to the FY2022 CoC Program NOFO. The CoC NOFO Ad Hoc may also recommend that projects either increase or decrease their funding request to maximize the use of available funds.

The final ranking of new projects as determined by the CoC NOFO Ad Hoc will be recommended to the CoC Board to determine their order on the Project Priority Listing submitted to HUD. Applicants will be notified of the results no later than September 15, 2022. Any projects not selected for funding may appeal the decision by following the CoC's appeal process. Placement on the Project Priority List does not guarantee funding, as HUD will review and assess all new project applications for threshold compliance and project quality. Applicants conditionally selected for funding by HUD will be required to provide additional information in the form of a technical submission within 30 days of notification by HUD of the project's conditional approval.

Appeal Process

The CoC Board approves applications for ranking and funding recommendations to HUD. That ranking decision is communicated to all applicants by email. In all cases, the Appeals Committee has the final authority on appeals decisions.

A formal appeal must be submitted by 12:00 p.m. two (2) business days after the CoC Board decision. The appeal document must consist of a short, written statement (no longer than two pages) of the agency’s appeal of the decision addressing the flaw in methodology or in the process used in the decision. The overall performance measurements or data are not a basis for an appeal. The statement can be in the form of a letter or a memo from an individual authorized to represent the agency (i.e., Executive Director). The appeal must be transmitted by email to Zulima Lundy (ZLundy@ochca.com) and Felicia Boehringer (FBoehringer@ochca.com).

The Appeals Panel will be selected from the CoC Board or its designees. The membership of the Appeals Panel will have no conflict of interest in serving. The Appeal Panel will conduct an in person or telephone meeting with a representative(s) of the agency/collaborative who filed the appeal to discuss it, if needed. The Appeal Panel will inform appealing agencies of its decision. In all cases, the appeals panel has the final authority on appeals decisions.

Scoring Criteria

All projects will be scored on a 100-point scale using the following criteria:

- Administrative Review
- Project Performance
- Project Effectiveness
- Coordinated Entry System Participation
- Housing First and/or Low Barrier Implementation
- Unspent Funds
- Equity, Access and Inclusion

The final FY2022 CoC Rating and Ranking Rubric, including the description of the criterion, information used to calculate the measure and point allocation will be presented to the CoC Board for approval during the August 2022 meeting of the CoC Board. Once the final FY2022 CoC Rating and Ranking Rubric is approved by the CoC Board, the County will provide a copy to the agencies with CoC Renewal Projects via email.

TIMELINE AND DUE DATES*

***NOTE:** Dates subject to change.

Please review the key dates and deadlines of the FY2022 CoC Renewal Project Application process:

Activity	Dates
HUD released FY2022 CoC Program NOFO	August 1, 2022
Release of the FY2022 Application for CoC Renewal Projects	August 15, 2022

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Technical Assistance office hours via Webex. Contact Felicia Boehringer at FBoehringer@ochca.com to schedule an appointment	August 17, 2022, to August 26, 2022
Question and Answer Period Ends	August 26, 2022, at 5:00 p.m. (PDT)
Deadline for Agencies to submit FY2022 CoC Renewal Project Applications to the County's Office of Care Coordination	August 31, 2022, at 12:00 p.m. (PDT)
Deadline for the County's Office of Care Coordination to notify all agencies concerned regarding project acceptance, rejection or reduction by the Orange County CoC	September 15, 2022
County's Office of Care Coordination to post consolidated application for FY2022 CoC Program NOFO on webpage	September 28, 2022
HUD submission deadline for FY2022 CoC Program NOFO	September 30, 2022

SUBMISSION

It is the sole responsibility of the Agency to ensure that delivery is made prior to the due date and time. The 2022 Application for CoC Funded Projects Renewing Funding including all Exhibits and Attachments must be hand delivered by 12:00 pm. PDT on Wednesday, August 31, 2022, and also printed binder submissions to:

County of Orange
Office of Care Coordination
Attention: Felicia Boehringer
405 W. 5th Street, Suite 685
Santa Ana, CA 92701
(714) 834-4454
FBoehringer@ochca.com

RIGHT OF ORANGE COUNTY CONTINUUM OF CARE TO WAIVE IRREGULARITIES

The Orange County CoC reserves the right to:

1. Withdraw this solicitation at any time without prior notice and, furthermore, makes no representation that any contract will occur and that funds will be awarded by HUD to any respondent to this solicitation.
2. Waive any irregularities in the FY2022 CoC Renewal Project Application process and to reject any and all submissions not in the best interest of the CoC.
3. To request additional information and material. In addition, based on updates and information released by HUD, it may require and warrant the request of supplemental material.
4. Not renew projects that have exhibited serious capacity issues in prior grants, including performance and financial problems, HMIS participation, or unresolved monitoring issues, or based on the best interest of the entire CoC Application. HUD will review applications and make the final funding decision.

5. Retain all submitted FY2022 CoC Renewal Project Application. Selection or rejection of a FY2022 CoC Renewal Project Application does not affect these rights.

FURTHER QUESTIONS AND ADDITIONAL RESOURCES

The County is available to answer questions on the FY 2022 CoC Renewal Project Application, application deadlines, process, training, or to provide copies of application materials specific to the Orange County CoC. For further questions or technical assistance, please email the Office of Care Coordination at CareCoordination@ochca.com and Carbon Copy (Cc) Felicia Boehringer (FBoehringer@ochca.com) and Zulima Lundy (ZLundy@ochca.com).

Specific questions regarding your HUD grant amount, HUD guidelines and etc. should be directed to your local HUD field office representative. **Please DO NOT contact the HUD field office regarding Orange County's local application deadlines or process**, as the County's Office of Care Coordination is available to answer those questions.

ADDITIONAL INFORMATION

Agencies will be required to comply with terms set forth by the CoC and HUD. In addition, all applicants are strongly advised to review all applicable terms, conditions, and federal requirements. It is strongly recommended that agencies obtain, and review information related to the CoC Program, the CoC Interim Rule, and the HEARTH Act Regulations, along with any other related documents prior to completion of this FY2022 CoC Renewal Project Application. In addition, HUD will provide updates via their website at https://www.hud.gov/program_offices/comm_planning/coc/competition.