

FY2023 AGENCY ADMINISTRATIVE REVIEW FOR CoC-FUNDED AGENCIES REQUIRED DOCUMENTS CHECKLIST

DUE BY JULY 10, 2023, AT 12:00 P.M. PACIFIC DAYLIGHT TIME

The following documents along with this checklist must be attached and submitted with the FY2023 Agency Administrative Review for CoC-Funded Agencies.

Agency Name:

- ☐ **Exhibit 1: Agency Information Form**
 - ☐ **Attachment 1:** Board of Directors' Roster and Resolution
 - ☐ **Attachment 2:** Organizational Chart
 - ☐ **Attachment 3:** State Certificate of Status
 - ☐ **Attachment 4:** Organization's Code of Conduct
 - ☐ **Attachment 5:** 501(c)3 certification
 - ☐ **Attachment 6:** Two most recent single audits, previously known as the OMB Circular A-133 audit, if applicable
 - ☐ **Attachment 7:** Two most recent agency financial audits by a certified public accountant (CPA)
 - 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 8:** Line of Credit Control System (LOCCS) screenshot for current year
 - ☐ **Attachment 9:** Most recent HUD Monitoring Letter and clearance letter for all renewal projects, if applicable
- ☐ **Exhibit 2:** Agency Certification for Renewal Projects
- ☐ **Exhibit 3:** Terms and Conditions
- ☐ **Exhibit 4:** Orange County Continuum of Care Participation

EXHIBIT 1: AGENCY INFORMATION FORM

Agency Name:

Agency Type¹:

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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¹ 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 fiscal year (FY) 2023 CoC Program Notice of Funding Opportunity (NOFO) to complete an Intent to Renew Survey via SurveyMonkey and the FY2023 CoC Renewal Project Application.

The County of Orange's (County) Office of Care Coordination as the Collaborative Applicant for the Orange County CoC, released the Intent to Renew Survey to CoC-funded agencies via SurveyMonkey on April 27, 2023. Agencies receiving CoC Program funding were required to submit the completed survey by May 11, 2023 as part of the FY2023 CoC NOFO local competition process.

Agencies looking to submitting CoC Renewal Project Applications during the FY2023 CoC Program NOFO 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 Agency Administrative Review has completed and submitted the FY2023 Intent to Renew Surveys indicating intent to renew project(s), discuss consolidation of project(s) and/or reallocation of funding, and interest in applying for new project funding, and has the intent to complete the CoC Renewal Project Application.
4. All information contained in the FY2023 Intent to Renew Survey, Agency Administrative Review 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
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I certify, on behalf of my agency that all information contained in the FY2023 Intent to Renew Survey and Agency Administrative Review 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
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EXHIBIT 3: TERMS AND CONDITIONS

Agency Name:

FY2023 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 FY2023 Intent to Renew Survey, Agency Administrative Review for CoC-Funded Agencies (Agency Administrative Review) 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 FY2023 Agency Administrative Review for CoC Renewal Projects 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 FY2023 Agency Administrative Review and 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 FY2023 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 (Joint TH-RRH) projects as well as Supportive Services Only (SSO) projects can be considered to be using a housing first model for the purposes of the FY2023 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.

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 local CoC Program Competition 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 CoC Board, Committees, Working Groups, 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

2023 POINT IN TIME COUNT (PIT)

5. Did your agency submit the complete and accurate information requested for the 2023 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.

2023 HOUSING INVENTORY COUNT (HIC)

6. 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 serve 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.

7. 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).