

**ORANGE COUNTY
CONTINUUM OF CARE**

**FY2024
CONTINUUM OF CARE
RENEWAL PROJECT APPLICATION
DETAILED DESCRIPTION**

Released

August 12, 2024

Submission Deadline

August 29, 2024, at 5:00 p.m. (PDT)

TABLE OF CONTENTS

Introduction.....	3
Renewal Eligibility	3
Application Review Process	4
Project Renewal Application(s) Process.....	7
Required Documents for the Project Renewal Application(s)	9
Review, Scoring And Selection Process.....	11
Timeline and Due Dates*	13
Submission	14
Right of Orange County Continuum of Care to Waive Irregularities.....	14
Further Questions and Additional Resources	15
Additional Information.....	15

ORANGE COUNTY CONTINUUM OF CARE FY2024 CoC RENEWAL PROJECT APPLICATION DETAILED DESCRIPTION

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. For the first time HUD is issuing a 2-year CoC Program NOFO, as authorized by the consolidated Appropriations Act, 2024. The application and selection process for the Fiscal Year (FY) 2024 and FY2025 CoC Program NOFO will proceed much like it has in prior year competitions. Projects that are awarded with a 12-month grant term during the FY 2024 application process will be eligible for an award in FY2025 using their FY 2024 application submission. Should the CoC recommend funding a renewal project for FY 2025, agencies will not be required to submit a new renewal project application during the FY2025 CoC Program NOFO.

In order to submit an application to HUD for renewal funding, all agencies must submit a local Intent to Renew Survey, Agency Administrative Review for CoC-Funded Agencies, 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 FY2024 CoC Program Priority Listing. 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 FY2024 and FY2025 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 FY2024 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 the agency 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.

Orange County Continuum of Care – FY2024 Continuum of Care Renewal Project Application Detailed Description

A project is considered eligible for renewal in the FY2024 and FY2025 CoC Program NOFO competition by the Orange County Coc if the project:

- has or will have an executed grant agreement with HUD by December 31, 2025, and have an expiration date in in Calendar Year 2024 (between January 1, 2025, and December 31, 2025),
- has been included on the Grant Inventory Worksheet (GIW),
- has met all performance spending and capacity requirements, and
- has met any other requirements outlined in the FY2024 and FY2025 CoC Program NOFO.

APPLICATION REVIEW PROCESS

The Orange County CoC will complete its evaluation of agencies and renewal projects through a three-step process which will support with determining which agencies and projects are eligible to submit an application in the FY2024 and FY2025 CoC Program NOFO.

1. Intent to Renew Survey
2. Agency Administrative Review for CoC-Funded Agencies (Agency Administrative Review)
3. Renewal Project Application

At the completion of the Intent to Renew Survey, Agency Administrative Review, and the Renewal Project Application, the Orange County CoC, CoC Board and CoC NOFO Ad Hoc will establish the FY2024 CoC Application Renewal Project Evaluation Process based on FY2024 and FY2025 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 CoC Renewal Projects. The performance measures and thresholds for the Permanent Supportive Housing (PSH), Rapid Rehousing (RRH) 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 FY2024 CoC Program NOFO Rating and Ranking process. HMIS and Supportive Services Only (SSO) projects will also be evaluated for renewal but will not include evaluation against project performance measures and thresholds. 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 FY2024 and FY2025 CoC Program NOFO.

Orange County Continuum of Care – FY2024 Continuum of Care Renewal Project Application Detailed Description

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
10. Other HUD requirements, as required by FY2024 and FY2025 CoC Program NOFO

Once an agency has completed the Intent to Renew Survey, Agency Administrative Review, and the Renewal Project Application and is being recommended by the CoC Board for inclusion in the CoC Program application to HUD, the Renewal Project will be included in the Project Priority Listing.

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 of the Project Priority Listing as described on pages 28 through 30 of the FY2024 and FY2025 CoC Program NOFO through the application process.

HUD will continue the Tier 1 and Tier 2 funding selection process. HUD will establish Tier 1 and Tier 2 amounts for each CoC, based on each CoC's Annual Renewal Demand (ARD).

On an annual basis, HUD posts a report that lists each CoC's Preliminary Pro Rate Needs (PPRN), estimated ARD, Tier 1, CoC Planning Grant, CoC Bonus, and Domestic Violence (DV) Bonus funding amounts available. This report will be available on [HUD's website](#) when it is posted. Additionally, 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](#).

Tier 1 is equal to 90 percent of the CoC's ARD. 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 a 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 the Priority Listing 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 the Priority Listing and the projects below it will move up one rank position.

Orange County Continuum of Care – FY2024 Continuum of Care Renewal Project Application Detailed Description

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 I.B.3.j of the FY2024 and FY2025 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:

- 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 the CoC. (e.g., 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 I.B.2.b.(15) of the NOFO. Dedicated HMIS projects and supportive service only for coordinated entry (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 I.B.3.h of the FY2024 and FY2025 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 based on the amount of funding that falls within Tier 1, provided the project is still feasible with the reduced funding (e.g., is able to continue serving homeless program participants effectively).

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/or
- The project has significant funds that are unspent from previous years; and/or
- The project has low performance and/or is not meeting CoC objectives and priorities.

Orange County Continuum of Care – FY2024 Continuum of Care Renewal Project Application Detailed Description

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) grant terms and evaluating project information for the current grant.

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.

Technical Requirements

1. 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.
 - Dropbox Instructions:
 - i. Create a Dropbox account.
 - ii. Click [here](#) to view instructions on how to use Dropbox or visit <https://learn.dropbox.com/self-guided-learning/dropbox-fundamentals-course/how-to-use-dropbox>
 - iii. Option 1: Share files via Dropbox link to the following email addresses:
 1. CareCoordination@ocgov.com
 2. felicia.boehringer@ocgov.com
 3. sarah.jones@ocgov.com
 - iv. Option 2: Copy the Dropbox link to the files and paste it into an email to the above email addresses.

Document Presentation Requirements

1. The electronic submissions, must include a separate file for each Exhibit and Attachment and must be labeled accordingly.
2. Most recent documentation is submitted for each Exhibit and Attachment.
3. Do not leave any blank responses without an explanation, even if question is not applicable (e.g., if the question is not applicable, indicate "N/A").
4. All documents with a signature block must be signed by the authorized representative(s), as listed in the Agency Administrative Review Exhibit 1, Agency Contacts. Digital/DocuSign signatures are acceptable.
5. All supporting documents must be included in the submission.
6. All supporting documents must be legible.

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

Orange County Continuum of Care – FY2024 Continuum of Care Renewal Project Application Detailed Description

Office of Inspector General, the agency routinely draws down funds from electronic Line of Credit Control System (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 subtitle C of title IV of the McKinney-Vento Homeless Assistance Act, (42 U.S.C. 11381–11389) and the CoC Program rule found in 24 CFR part 578 (the Rule) and provide evidence of eligibility required in the application.
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 FY2024 and FY2025 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 I.B.3.k of the FY2024 and FY2025 CoC NOFO.
6. Renewal projects 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. Additionally, the housing and services proposed must be appropriate to the project. 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 ability 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 FY2024 and FY2025 CoC Program NOFO, page 65)

The CoC must consider the need to continue funding for projects expiring in Calendar Year 2024. Renewal projects must meet minimum project eligibility, capacity, timeliness, and performance standards identified in the FY2024 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

Orange County Continuum of Care – FY2024 Continuum of Care Renewal Project Application Detailed Description

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;
 - 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 10:** Certification of Consistency in the Consolidated Plan
 - **Attachment 11:** Environmental Review – Limited Scope Environmental Review Form, Environmental Review of Categorically Excluded Not Subject to Section 58.5, Environmental Clearance Letter, or signed Environmental Review Documentation
 - **Attachment 12:** 25% Match Documentation, including letters of match commitment and/or In-Kind Memorandum of Understanding (MOU)
 - **Attachment 13:** Documents Supporting Housing First Model
- **Exhibit 6: Project Effectiveness**
 - **Attachment 14:** 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)¹

BRIEF OVERVIEW OF REQUIRED DOCUMENTS

Project Information Form (Exhibit 5)

Exhibit 5 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 FY2024 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 and/or underserved communities. Additionally, Exhibit 5 assesses how the renewal project(s) incorporate practices of the 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 TH/PH-RRH and Supportive Services Only (SSO) projects can be considered to be using a Housing First model for the purposes of the CoC Program, if the projects 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 10)²

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 May 1, 2024, and September 28, 2024, or date of submission, whichever one is the earliest date.

Environmental Reviews (Attachment 11)³

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 Program assistance is subject to the National Environmental Policy Act (NEPA) 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.

¹ 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-2024-CoC-RENEWAL-Application-Detailed-Instructions.pdf>

² For instructions on completing the Certification of Consistency with Consolidated Plan, visit the Orange County CoC FY2024 CoC NOFO webpage, at <https://ceo.ocgov.com/fy2024cocnofo>.

³ For instructions on completing an Environmental Review, visit the Orange County CoC FY2024 CoC NOFO webpage, at <https://ceo.ocgov.com/fy2024cocnofo>.

Orange County Continuum of Care – FY2024 Continuum of Care Renewal Project Application Detailed Description

The County will perform the Environmental Review and once approved, will sign the environmental review documentation. The environmental review documentation is addressed per project and will be valid for the next five (5) years from the day dated.

The agency, 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 FY2024 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 117 of the FY2024 and FY2025 CoC Program NOFO).

Financial Commitment (Attachment 12)

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.

Documents Supporting Housing First Model (Attachment 13)

HUD continues to place a strong emphasis of the Housing First model to increase access to housing options for households that often face multiple barriers to housing. For Attachment 13, agencies may submit policies and procedures, intake forms and/or other agency/project forms that support the implementation of Housing First. Supportive Service Only (SSO) projects can be considered to be using a Housing First model for the purposes of the FY2024 and FY2025 CoC Program NOFO, 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).

Project Effectiveness (Exhibit 6)

Exhibit 6 captures information on the proposed project to evaluate the project's performance, including meeting the plans and goals established in the initial application as amended and project cost effectiveness. If a project has not yet operated a complete grant term, agencies should use Exhibit 6. Question 4 to provide an update related to project performance and/or detailed plan to ensure effective project implementation.

Annual Performance Report for Last Completed Grant Term (Attachment 14)

Each agency must submit and provide information from the Annual Performance Report (APR) for the last completed grant term, if applicable. Recipients with HUD funding received from the CoC Program are required to submit an APR electronically to HUD every operating year.

Equity, Access, and Inclusion (Exhibit 7)

HUD continues to emphasize system and program changes to address racial equity within CoCs, as well as the emphasis of addressing the needs of Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Intersex, asexual, and Other Gender or Sexual Identities (LGBTQIA+), gender non-conforming, and non-binary individuals, and families. This Exhibit captures information on the proposed project to evaluate the project's equitable service access for individuals and families, including in Black, Indigenous, and People of Color (BIPOC) and LGBTQIA+ communities. Additionally, Exhibit 7 evaluates the project's ability to address and eliminate barriers experienced by people disproportionately impacted by homelessness, including individuals and families who are within the Black or African American; American Indian, Alaska Native, or Indigenous; Latina/e/o; and LGBTQIA+ communities.

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 (Q&A) 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 FY2024 and FY2025 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.

Orange County Continuum of Care – FY2024 Continuum of Care Renewal Project Application Detailed Description

The final ranking of new and renewal 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 October 15, 2024. Any projects not selected for funding may appeal the decision by following the CoC's appeal process. Placement on the Project Priority Listing 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 Sarah Jones (sarah.jones@ocgov.com) and Felicia Boehringer (felicia.boehringer@ocgov.com).

The Appeals Panel will be selected from the CoC Board and/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, telephone, or virtual 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 FY2024 CoC Rating and Ranking Rubric, including the description of the criterion, information used to calculate the measure and point allocation was approved by the CoC Board at the June 26, 2024, meeting of the CoC Board. The FY2024 CoC NOFO Renewal Scoring and Rating Criteria can be referenced on the [Orange County CoC FY2024 CoC NOFO webpage](https://ceo.ocgov.com/fy2024cocnofo), at <https://ceo.ocgov.com/fy2024cocnofo>.

TIMELINE AND DUE DATES*

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

Please review the key dates and deadlines of the FY2024 CoC Renewal Project Application process:

Activity	Dates
HUD released FY2024 and FY2025 CoC Program NOFO	July 31, 2024
Release of the FY2024 Application for CoC Renewal Projects	August 12, 2024
Technical Assistance office hours via Microsoft Teams. Contact Felicia Boehringer at felicia.boehringer@ocgov.com and Jasmin Miranda at jasmin.miranda@ocgov.com to schedule an appointment	August 13, 2024, to August 23, 2024, at 5:00 p.m. (PDT)
Deadline for Agencies to submit FY2024 CoC Renewal Project Applications to the County’s Office of Care Coordination	August 29, 2024, at 5:00 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	October 15, 2024
County’s Office of Care Coordination to post consolidated application for FY2024 CoC Program NOFO on webpage	October 28, 2024
HUD submission deadline for FY2024 and FY2025 CoC Program NOFO	October 30, 2024

SUBMISSION

It is the sole responsibility of the Agency to ensure that submission is prior to the due date and time. The FY2024 CoC Renewal Project Application including all Exhibits and Attachments must be submitted via Dropbox by 5:00 pm. PDT on Thursday, August 29, 2024, to:

Option 1: Share files via Dropbox link to the following email addresses:

1. CareCoordination@ocgov.com
2. felicia.boehringer@ocgov.com
3. sarah.jones@ocgov.com

Option 2: Copy the Dropbox link to the files and paste it into an email to the above email addresses.

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, make 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 FY2024 CoC Renewal Project Application process and reject any and all submissions not in the best interest of the CoC.

Orange County Continuum of Care – FY2024 Continuum of Care Renewal Project Application Detailed Description

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 FY2024 CoC Renewal Project Applications.
6. Selection or rejection of a FY2024 CoC Renewal Project Application does not affect these rights.

FURTHER QUESTIONS AND ADDITIONAL RESOURCES

The County is available to answer questions on the FY 2024 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@ocgov.com with the subject line “CoC Program NOFO” and Carbon Copy (Cc) Felicia Boehringer (felicia.boehringer@ocgov.com), and Sarah Jones (sarah.jones@ocgov.com).

Specific questions regarding your HUD grant amount, HUD guidelines 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 FY2024 CoC Renewal Project Application. In addition, HUD will provide updates via their website at https://www.hud.gov/program_offices/comm_planning/coc/competition.