

FY2024 CONTINUUM OF CARE RENEWAL PROJECT APPLICATIONS REQUIRED DOCUMENTS CHECKLIST

DUE THURSDAY, AUGUST 29, 2024, BY 5:00 P.M. PACIFIC DAYLIGHT TIME

The following documents along with this checklist must be attached and submitted with the FY2024 CoC Renewal Project Application.

Agency Name: _____

Project Name: _____

- Exhibit 5: Project Information Form**
 - Attachment 10:** Certification of Consistency in the Consolidated Plan¹
 - Attachment 11:** Environmental Review² – 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:** Document(s) supporting Housing First Model
- Exhibit 6: Project Effectiveness**
 - Attachment 14:** Annual Performance Report for last completed grant term of the CoC Renewal Project, if applicable.
- Exhibit 7: Equity, Access and Inclusion**
- HUD CoC Project Application (e-SNAPS and related attachments)³**

¹ Instructions for completing Attachment 10 can be found on the Orange County CoC NOFO webpage at <https://ceo.ocgov.com/fy2024cocnofo>

² Environmental Reviews should be dated within the last five (5) years. Instructions for completing Attachment 11 can be found on the Orange County CoC NOFO webpage at <https://ceo.ocgov.com/fy2024cocnofo>

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

EXHIBIT 5: PROJECT INFORMATION FORM

Agency Name: _____

Renewal Project Name: _____

Renewal Grant Amount: _____

Grant Term: _____

Program Type:

- Permanent Housing Project – Permanent Supportive Housing (PSH)
- Permanent Housing Project – Rapid Rehousing (RRH)
- Supportive Services Only (SSO) – Coordinated Entry System
- Joint Transitional Housing and Permanent Housing – Rapid Rehousing Project (Joint TH/PH-RRH)
- Homeless Management information System (HMIS)

1. Is your agency considering any of the activities listed below that may impact the renewal project application? If so, select the activity below.

- Voluntary Re-Allocation
- Consolidation Project
- Transition Project
- Not Applicable

a. If any of the activities were selected, please describe what your agency is considering for this project.

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

3. Has the agency returned any funds in the last three (3) completed grant terms for this CoC Renewal Project?

- Yes No Not applicable, project has not yet completed a full grant term

- a. If yes, please complete the chart below detailing the returned funds and grant year. Please note that these figures may be verified with the U.S. Department of Housing and Urban Development (HUD).

Year	Grant Start – Grant End Date	Amount Returned	Reason for Return
2022			
2021			
2020			
2019			

4. Has the CoC Renewal Project been monitored by HUD in the last four years?

Yes No

5. How much match (cash and in-kind) does your agency expect to provide for this CoC Renewal Project as part of the FY2024 CoC NOFO? Match Requirements - All eligible funding costs, except leasing, must be matched with no less than 25% cash or in-kind contribution. Provide verification of 25% match and label the documents **Attachment 12**.

Total Commitment Amount		Source(s)
Cash	In-Kind	

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

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

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

9. Describe how Housing First Practices are incorporated into your project’s design, policies, and practices, including policies related to participant eligibility, if applicable. Provide document(s) supporting the project’s design, policies and practices that detail how these align with the Housing First Model and label the documents Attachment 13.

10. Describe your agency’s policy and practices for terminating program participant assistance, if applicable.

11. Describe your agency’s service approach to program participants presenting with substance use, substance use disorders, and/or co-occurring substance use and mental health disorders.

EXHIBIT 6: PROJECT EFFECTIVENESS

Agency Name: _____

Project Name: _____

Grant Term: _____

Grant Amount for the Above Term: _____

To assist in evaluating CoC Renewal Project effectiveness, through the FY2024 CoC Renewal Project Application, CoC Renewal Projects are required to provide information from the Annual Performance Report (APR) for the last completed grant term. Include the APR for the last completed grant term of the CoC Renewal Project and label the document **Attachment 14**.

If a full grant term has not been completed for this project, please complete Questions 2 through 4.

Below are instructions to pull the APR for CoC Renewal Project

1. To access the APR, login to Clarity at <https://oc.clarityhs.com/login>.
2. Click on the square grid on the top bar of the agency home page, then click on “Reports” to navigate to the report library.
3. Scroll down to “HUD Reports”, locate “Annual Performance Report” and click “Run”.*
4. Once the APR is open, you will be asked to make selections to run the report:
 - a. If given the option, Select Agency under “Switch Agency Access”
 - b. For “CoC Filter Category” select “Agency CoC”
 - c. For “CoC” select “CA-602”
 - d. For “Program Type(s)”, select agency’s program type or select “All” (if applicable)
 - e. For “Program Status” click “All Programs” or “Active Programs”
 - f. Select the Program(s)
 - g. For “Apply Enrollment CoC Filter” select “No”
 - h. For “Funding Criteria” select “Not Based on Funding Source”
 - i. For “Report Date Range” use the last completed grant term for project
 - j. For “Report Output Format” select “PDF”
 - k. Click “Submit” to run report

*CES projects will run the CE APR and HMIS projects are exempt from submitting an APR.

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

Total number of persons served:	
Number of Adults:	
Number of Children:	
Number of leavers:	
Number of Veterans:	
Number of Chronically Homeless Persons:	
Households Served	Total

Orange County Continuum of Care – FY2024 CoC Renewal Project Application

Total Households			
Households with Children			
Households without Children			
Physical and Mental Health Conditions at Start	Total		
Mental Health Problem			
Alcohol Abuse			
Drug Abuse			
Both Alcohol and Drug Abuse			
Chronic Health Conditions			
HIV/AIDS			
Developmental Disability			
Physical Disability			
Number of Non-Cash Benefits	At Entry	Stayers	Leavers
No Source			
1+ sources			
Client does know			
Data Not collected			
Total			
Health Insurance	At Entry	Stayers	Leavers
No Source			
1 source			
Other			
Data Not collected			
More than 1 source of health insurance			
Not yet required to have an assessment			
Exit Destination	Total		
Permanent Destination			
Temporary Destination			
Other destinations			
Institutional Settings			

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

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

Project Cost-Effectiveness	
Total Grant Amount	\$
Total Households Served	
Per Household Cost ⁴	\$

4. Please provide any additional information or context that would assist the CoC NOFO Ad Hoc in evaluating the CoC Renewal Project's Performance and Project Effectiveness, including the last submitted APR, Data Quality Report, and the Project Performance Measures. If the CoC Renewal Project has not yet completed a full grant term, please provide an update related to project performance and/or detailed plan to ensure effective project implementation.

⁴ To calculate cost per household, divide the total grant amount by total households served.

EXHIBIT 7: EQUITY, ACCESS AND INCLUSION

Agency Name: _____

Project Name: _____

1. In nearly every community, Black, Indigenous, and other people of color are substantially overrepresented in the homeless population. Describe and demonstrate how the CoC Renewal Project has obtained input from and included persons of different races and ethnicities, particularly those overrepresented in the local homeless population, in the ongoing operation and evaluation of the program.

2. Describe how the CoC Renewal Project has identified barriers faced by persons of different races and ethnicities amongst program participants overrepresented in the local homeless population, taken steps to eliminate barriers to improve access and stabilization within program, and implemented measures to evaluate the efficacy of the steps taken within the project to promote racial equity.

3. How does the CoC Renewal Project track measures of progress on preventing or reducing racial disparities in the provision of services and outcomes of the project?

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

5. Describe how the CoC Renewal Project is addressing the needs of individuals who identify as Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Intersex, Asexual, and Other Gender or Sexual Identities (LGBTQIA+), including training, policies, practices, etc. that ensure LGBTQIA+ individuals and/or families receive services from the CoC Renewal Project that promote inclusivity and are free from discrimination.

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

7. Describe how the CoC Renewal Project integrates program participants and/or people with current or former lived experience of homelessness, particularly Black, Indigenous, and other people of color are substantially overrepresented in the homeless population, in all aspects of the program including policy and program development, reviewing and updating of program policies, participation on the agency’s Board of Directors, serving in leadership roles, etc. Describe your agency’s process for implementing feedback received from program participants and/or people with lived experience of homelessness as part of the ongoing operation and evaluation of the CoC Renewal Project.

8. Does the CoC Renewal Project prioritize hiring people who have experienced homelessness?

Yes No

- a. If yes, describe the impact and outcome of hiring people with lived expertise⁵ as part of the CoC Renewal Project, such as development of a feedback processes or advisory groups, program policy and procedure influence, etc. Please refrain from disclosing the identity or experiences of any staff members in the narrative response of this question unless permission has been granted.

⁵ “Lived expertise” includes an individual who has lived experience of homelessness.