

**Orange County
Continuum of Care
Homeless Assistance Programs**

Letter of Intent (LOI)

For All CoC Funded Projects

**Part I
Agency Administrative Review**

2016 Renewal Application

Released

Monday, April 25, 2016

LOI/Part I Submission Deadline

May 9, 2016 at 3:00 pm PST

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ORANGE COUNTY CONTINUUM OF CARE

2016 RENEWAL APPLICATION

LETTER OF INTENT/PART I – AGENCY ADMINISTRATIVE REVIEW

INTRODUCTION

On an annual basis, the US Department of Housing and Urban Development (HUD) provides funding for homeless programs authorized under the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act through a Continuum of Care (CoC) Notice of Funding Availability (NOFA) process. In order to submit an application to HUD for renewal funding, all projects must submit a local Letter of Intent (LOI) 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. After the local LOI application submission process, successful renewal applicants may be invited to submit Part II of the application.

In Orange County, the Commission to End Homelessness (Commission), which served as the Continuum of Care Board, is the group of community stakeholders that sets local priorities for the CoC NOFA funding. The Commission, in collaboration with County staff, will evaluate 2016 HUD NOFA regulations along with agency and project performance on the past grant(s) to ensure successful execution going forward. **Please note that renewal funding is not guaranteed upon submission of the Letter of Intent to the County.**

RENEWAL ELIGIBILITY

A project is considered eligible for renewal in the 2016 CoC NOFA competition if the current contract with HUD expires in calendar year 2017, has been included and confirmed on the final Grant Inventory Worksheet (GIW) or other process for verifying renewals as required by HUD, has met all performance spending and capacity requirements, and any other requirements outlined in the 2016 HUD CoC NOFA.

An agency may not be recommended for renewal by the Orange County CoC if it has history of past or current contract non-compliance with HUD, a termination for cause by any other funding source, disallowed cost with the County or any other funding sources, financial audit findings, capacity concerns, and/or low project performance. Additionally, the County reserves the right to administratively disqualify or penalize any application that does not comply with the Technical and Document Presentation Requirements.

LOCAL LETTER OF INTENT (LOI) PROCESS

The Orange County CoC will begin its evaluation of renewal projects through two processes: Agency Administrative Review (Part I) and Project Review (Part II) to determine which agencies and projects are eligible to submit an application in the 2016 HUD CoC NOFA.

Agencies that fail the LOI/Part I process will forfeit their project funding and their funds will be reallocated. Consequently, the Orange County CoC will prepare policies and conduct a Request for Proposal (RFP) to reallocate funding for projects that are not eligible to proceed to LOI/Part II.

At the completion of both LOI/Part I and LOI/Part II processes, the Orange County CoC (and relevant committees or sub-committees) will establish the 2016 CoC Application Renewal Project Evaluation Process based on 2016 HUD CoC NOFA requirements and project priorities. A copy of these policies will be distributed to the agencies. Additionally, all agencies will be notified of their project rank and scores through a Project Priority Listing after it has been evaluated and approved by County staff, the CoC Ad Hoc Committee, and the Commission.

In addition to serving as the initial step in the CoC annual funding process, CoC renewal agencies will be completing *Exhibit 6: Letter of Interest for New Projects* to indicate their interest in participating in a Request for Proposal (RFP) for new projects, if one is released. If there is such a RFP opportunity, those who indicated interest on Exhibit 6 will be notified of the next steps. There were also be an opportunity for Non-CoC funded agencies to participate in the RFP, however this step is required for agencies in the renewal process.

LOI/PART I: AGENCY ADMINISTRATIVE REVIEW PROCESS

The general purpose of the LOI/Part I process is to 1) assess agency's capacity to administer CoC homeless projects while complying with HUD requirements; 2) determine which agencies are eligible to proceed to LOI/Part II; and 3) identify the amount of funds to be reallocated and how these funds will be reallocated. The results of the LOI/Part I process will be presented to the CoC Ad Hoc Committee for recommendation and the Commission final approval.

The LOI/Part I process will include a comprehensive review of the following:

1. Technical Requirements
2. Document Presentation Requirements
3. Review of Unspent Funds for Reallocation

TECHNICAL REQUIREMENTS FOR PREPARING THE LETTER OF INTENT PACKET

1. One (1) printed original with signatures and one (1) complete copy. Both must be in binders with clearly labeled section tab dividers for all exhibits, attachments, and required documents.
2. One (1) electronic copy on a USB flash drive with completed LOI/Part I submittal. Exhibits and attachments, and other required documents are to be organized and separated per Document Presentation requirements.

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 sections will be numbered separately within tab dividers, in accordance with the Supporting Documents Checklist.
4. Most recent documentation is submitted for each Exhibit and Attachment.
5. Complete all attachments and exhibits per LOI requirements. 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 officer(s).
7. All supporting documents must be included in the submission.
8. All supporting documents must be legible.
9. Double-sided.
10. Timely submittal.

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

- 3 point reduction for late applications.
- 3 point reduction for not meeting the Technical and Document Presentation Requirements for original and copy submittal.
- 3 point reduction for not meeting the Technical and Document Presentation Requirements for electronic copy on USB flash drive.
- 3 point reduction for each incomplete or missing exhibit and/or attachment.

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 the homeless, prioritizing the chronically homeless. CoC's are not only encouraged, but expected to modify their systems to serve the individuals and families with the highest needs. It is also a local process to support viable projects and reallocate funding from poor performing projects that do not achieve CoC system objectives and goals.

Consequently, funding for 1) projects that are not eligible to proceed to LOI/Part II; AND 2) project funds that are unspent from previous years; AND 3) low performing projects may be reallocated.

To assess the level and extent of unspent funds, the Orange County CoC, in collaboration with 2-1-1 Orange County (211OC) and HUD, will be evaluating any unspent funds from agencies for the last three (3) grants (Exhibit 3: Financial Assessment) and evaluating project information for the current grant in the Line of Credit Control System (LOCCS) and last three (3) grants as indicated in the HUD closeout notices. *Note: At the time of printing, the Ad Hoc Committee is considering the reallocation of projects whereby 10% or more of the grant amount was unspent for three consecutive years.*

EVALUATION OF APPLICATION COMPONENTS

Each project will be rated and ranked per the Commission approved policy, HUD requirements, and guidelines from the 2016 HUD NOFA¹.

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

1. Board of Director's Roster and Resolution (Exhibit 1: Attachment 2)²
2. HUD Monitoring letters (Exhibit 1: Attachment 6)
3. Project Performance Review (Exhibit 4)
4. Participation in Local Continuum of Care
5. Leverage & Match
6. Agency Fiscal Audits
7. Housing First Model Assessment (Exhibit 5)
8. Other HUD requirements, as required by 2016 HUD CoC NOFA

¹ HUD requires that all CoC project applications be scored and ranked.

² Inclusion of currently or formerly homeless individual serving on the Board per HEARTH Act requirements.

HMIS

The HEARTH Act, enacted into law on May 20, 2009, requires that all communities have a Homeless Management Information System (HMIS) with the capacity to collect required data concerning individuals and families experiencing homelessness. The HEARTH Act also codifies into law certain data collection requirements integral to HMIS. With enactment of the HEARTH Act, HMIS participation became a statutory requirement for recipients and sub-recipients of CoC Program and Emergency Solutions Grant (ESG) funds.

HUD expects CoCs to use HMIS data to track their progress in meeting CoC and project-specific performance goals, to support community-wide planning, and to identify how best to direct resources to prevent and end homelessness. 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 Annual Homeless Assessment Report (AHAR). Finally, HMIS data are essential to documenting a CoC's qualifications as a high-performing community.

PARTICIPATION IN LOCAL CONTINUUM OF CARE

The level of agency participation at the local CoC and 10 Year Plan to End Homelessness committees, subcommittees, and/or working groups will be considered in the LOI/Part I evaluation process.

REQUIRED DOCUMENTS THAT MUST BE COMPLETED FOR PART I

Please complete all of the required forms listed below in your assigned USB.

- Exhibit 1: Lead Agency Information Form
 - Attachment 1: Organizational Chart
 - Attachment 2: Board of Directors' Roster³ and Resolution
 - Attachment 3: State Certificate of Status
 - Attachment 4: Organization's Code of Conduct
 - Attachment 5: 501 (c) 3 certification
 - Attachment 6: Most recent HUD Monitoring letter and clearance letter for all HUD projects (if applicable)
- Exhibit 2: Terms and Conditions⁴
- Exhibit 3: Financial Assessment
 - Attachment 7: A-133 form, if applicable⁵
 - Attachment 8: Two most recent agency financial audits by a certified CPA⁶
 - Attachment 9: Line of Credit Control System (LOCCS) screenshot for current year
 - Attachment 10: Close-out letters from HUD for three (3) years (per CoC project)

³ Under the HEARTH Act, each recipient or project sponsor is required to provide for the participation of not less than one homeless individual on the board of directors or other equivalent policymaking entity of the recipient or project sponsor, to the extent that such entity considers and makes policy decisions regarding any project, supportive services, or assistance provided.

⁴ The release of information document will allow the Orange County CoC to share information, such as data in the Line of Credit Control System, with 211OC, HUD and other applicable third party entities.

⁵ Include A133 form if applicable (agency receives more than \$500,000 in federal funding) during a fiscal year.

⁶ Agencies should have an audit completed for the agency within 9 months of the end of the fiscal year; consequently, 2014 audited financials is required. Attach the full audit reports and management letter(s).

- Exhibit 4: Project Performance Review Acknowledgment
- Exhibit 5: Housing First Model Assessment
 - Attachment 11: Documents supporting Housing First Model (Program rules, service plans, or applicable documents)
- Exhibit 6: Letter of Interest to Participate in Request for Proposal for New Projects

SUBMITTAL REQUIREMENTS

Please review the key dates and deadlines of the LOI/Part I process:

LETTER OF INTENT TIMELINE AND DUE DATES⁷

	Dates
Release of LOI/Part I	April 25, 2016
Acknowledgment of Receipt of LOI/Part I (24 hours from release)	April 26, 2016
LOI/Part I Application Workshop	April 29, 2016 from 8:30 am to 10:00 am
Deadline for LOI/Part I	May 9, 2016 by 3:00 pm PST
Grace Period for submittal of LOI/Part I	May 8, 2016 from 3:00 pm to 4:00 pm PST
LOI/Part I Late Submittal with Penalty	May 9, 2016 after 4:00 pm PST

LOI/Part I is due on Monday, May 9th at 3:00 pm PST. There will be a one hour grace period for agencies to submit the LOI/Part I in the instance that they encounter a delay due to circumstances beyond their control.

LOI/Part I will be considered late and penalized with a three (3) point reduction from the overall Agency Administrative Review after 4:00 pm PST.

LOI/Part I will not be accepted after the end of business day on May 9, 2016. 2-1-1 Orange County (211OC) regular hours of operation at Monday through Friday, from 8:00am to 5:00pm.

PART I - SUBMISSION

Renewal applicants are required to complete this LOI/Part I by answering all questions and providing the required documentation. Renewal applicants passing Par I will be recommended for submission of their application in e-snaps and inclusion in the HUD NOFA competition.

The LOI/Part I must be time-stamped on the cover page of the original and complete copies by 211OC staff. It is the sole responsibility of the Respondent to ensure that delivery is made prior to the Due Date and Time. Delivery receipts are available upon request.

⁷ Dates are subject to change.

The LOI/Part I submittals, including all Exhibits and Attachments, must be **hand delivered** by 3:00 pm PST on May 9, 2016 to:

2-1-1 Orange County
Attention: Zulima Pelayo
1505 E. 17th Street, Suite 108
Santa Ana, CA 92705

If your agency meets the requirements under LOI/Part I and is recommended for renewal and inclusion in the 2016 HUD CoC application, your agency will be notified to proceed with the LOI/ Part II application process.

RIGHT OF ORANGE COUNTY CONTINUUM OF CARE TO WAIVE IRREGULARITIES

The Orange County Continuum of Care reserves the right to:

1. Withdraw this solicitation at any time without prior notice and, furthermore, makes no representation that any contract occur and that funds will be awarded by HUD to any respondent to this solicitation.
2. Waive any irregularities in the LOI process and to reject any and all submissions not in the best interest of the Continuum of Care.
3. To request additional information and material. In addition, once released, the application from HUD may require and warrant the request of supplemental material.
4. Not renew grants 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 LOIs. Selection or rejection of a LOI does not affect these rights.

FURTHER QUESTIONS AND ADDITIONAL RESOURCES

211OC is available to answer questions on the Letter of Intent, application deadlines, process, training, or to provide copies of application materials. For further questions or technical assistance, please contact 211OC.

211OC Staff Person	Phone	Email
Zulima Pelayo	(714) 589-2358	zpelayo@211oc.org

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 office regarding Orange County's local application deadlines or process**, as 211OC 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 you obtain and review information related to the Continuum of Care Program, the CoC Interim Rule, and the HEARTH Act Regulations, along with any other related documents prior to completion of this LOI/Part I. In addition, HUD will provide updates via their website at <https://www.hudexchange.info/>.