

FY2025 AGENCY ADMINISTRATIVE REVIEW FOR CONTINUUM OF CARE-FUNDED AGENCIES INSTRUCTIONS

DUE BY DECEMBER 10, AT 5:00 P.M. PT

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. 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 (Agency Administrative Review), 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.

The County of Orange's Office of Care Coordination (County) 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 FY2025 CoC Program NOFO regulations along with agency and project performance on the past grant(s) to ensure a successful and competitive application is submitted to HUD. **Please note that renewal funding is not guaranteed upon submission of the FY2025 Agency Administrative Review and/or CoC Renewal Projects Application(s) to the County.**

AGENCY ADMINISTRATIVE REVIEW PROCESS

The general purpose of the Agency Administrative Review process is to assess agencies' capacity to administer CoC Program homeless service projects while complying with HUD requirements and to ensure that agencies can meet the threshold requirements to proceed with the Renewal Project Application process, if applicable. The results of the Agency Administrative Review process will be included in the evaluation of the Renewal Project Application and/or New Project Applications. If an agency is submitting one or more Renewal Project Applications, the agency will only need to submit one Agency Administrative Review. If an agency is voluntarily reallocating one or more of their renewal projects, the agency is encouraged to complete this Agency Administrative Review process in support of streamlining any new project applications in response to future solicitations for CoC Bonus, Domestic Violence Bonus and/or Reallocation funding during the FY2025 Competition process. The findings of the Agency Administrative Review may be utilized and referenced during future components of the CoC local competition process in the event the Orange County CoC releases an RFP for Bonus Funding and/or reallocated funding.

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

1. Submission 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 Submission Requirements, Document Presentation Requirements, and timeliness requirements.

Submission Requirements

1. One (1) electronic copy submitted via Dropbox. Exhibits and other required documents are to be organized and separated per Document Presentation requirements.
 - Note: Do not submit all Exhibits as one condensed file. Each Exhibit and other required document should be labeled as a separate file.
 - Dropbox Instructions:
 - i. Create a Dropbox account.
 - ii. Click [here](https://learn.dropbox.com/self-guided-learning/dropbox-fundamentals-course/how-to-use-dropbox) 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@ceo.oc.gov
 2. felicia.boehringer@ceo.oc.gov
 3. jasmin.miranda@ceo.oc.gov
 - 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 other required document(s) and must be labeled accordingly.
2. Most recent documentation is submitted.
3. Do not leave any blank responses without an explanation (e.g., if the question is not applicable, indicate “N/A”).
4. All documents with a signature block must be digitally signed by the authorized representative(s), as listed in 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.

If the Agency Administrative Review submittal does not meet the Submission 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 the Agency Administrative Review.

- Two (2) points reduction for late submittals
- One (1) point reduction for not meeting the Submission Requirements
- One (1) point reduction for not meeting the Document Presentation Requirements
- One (1) point reduction for each incomplete or missing exhibit

DEADLINE

It is the sole responsibility of the Agency to ensure that submission is prior to the due date and time. The 2025 Agency Administrative Review for CoC- Funded Agencies, including all Exhibits, must be submitted via Dropbox by **5:00 pm. PT on December 10, 2025**, to the following email addresses using either option as detailed in the Submission Requirements:

1. CareCoordination@ceo.oc.gov
2. felicia.boehringer@ceo.oc.gov
3. jasmin.miranda@ceo.oc.gov

RIGHT OF ORANGE COUNTY CoC 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 FY2025 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 renewed 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 FY2025 CoC Renewal Project Application. Selection or rejection of a FY2025 CoC Renewal Project Application does not affect these rights.

FURTHER QUESTIONS AND ADDITIONAL RESOURCES

The County is available to answer questions on the FY2025 CoC Agency Administrative Review for CoC-Funded Agencies, submission deadlines, process, training desired, or to provide copies of Agency Administrative Review materials specific to the Orange County CoC. For further questions or technical assistance, please email the Office of Care Coordination at CareCoordination@ceo.oc.gov and Carbon Copy (Cc) Felicia Boehringer (felicia.boehringer@ceo.oc.gov) and Jasmin Miranda (jasmin.miranda@ceo.oc.gov).

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 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 FY2025 CoC Agency Administrative Review for CoC-Funded Agencies. In addition, HUD will provide updates via their website at <https://www.hud.gov/hud-partners/community-coc>.

FY2025 AGENCY ADMINISTRATIVE REVIEW FOR CONTINUUM OF CARE- FUNDED AGENCIES REQUIRED DOCUMENTS CHECKLIST

DUE BY DECEMBER 10, AT 5:00 P.M. PT

Agency Name: _____

The following documents along with this checklist must be attached and submitted with the FY2025 Agency Administrative Review for CoC-Funded Agencies.

- ☐ **Exhibit 1:** Agency Information Form
- ☐ **Exhibit 2:** Agency Certification for Required Documentation
- ☐ **Exhibit 3:** Agency Certification for Project Applications
- ☐ **Exhibit 4:** Terms and Conditions

EXHIBIT 1: AGENCY INFORMATION FORM

Agency Name: _____

Agency Type¹: _____

Please check one of the boxes below:

- ☐ No change to information. Please reference 2024 Agency Administrative Review.
- ☐ Information has been updated below.

Employer or Taxpayer Identification Number (EIN/TIN)	
System Award Management (SAM):	
Unique Entity Identifier (UEI):	

Agency Complete Address:	
Fax:	
Phone:	
Email:	

Grant/Agency Contact Person Completing the Application:	
Title:	
Phone:	
Email:	

Authorized Representative, as noted in e-snaps:	
Title:	
Phone:	
Email:	

Homeless Management Information System (HMIS) Agency Contact Person:	
Title:	
Phone:	
Email:	

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 REQUIRED DOCUMENTATION

Agency Name: _____

In an effort to provide a streamlined and efficient process for evaluating the funding eligibility of Continuum of Care (CoC)-Funded Agencies, the County of Orange's Office of Care Coordination (County) as the Collaborative Applicant is requiring certification that all administrative documents and information is current. CoC-Funded Agencies are being asked to review the documents listed below, ensure all documents are up-to-date and that copies of these documents can be readily available, if requested.

- Board of Directors' Roster² and Resolution
- State Certificate of Status
- 501(c)3 certification
- A single audit, previously known as the OMB Circular A-133 audit, if applicable, was conducted recently
 - If there were any findings from the single audit, the agency's Board of Director's has been made aware, and the agency has taken action to address concerns in a timely manner.
- An agency financial audit by a certified public accountant (CPA) was conducted recently
 - If there were any findings from the agency financial audit, the agency's Board of Director's has been made aware, and the agency has taken action to address concerns in a timely manner.
- Current access to and utilization of Line of Credit Control System (LOCCS), with quarterly drawdowns at minimum.
- Most recent U.S Department of Housing and Urban Development (HUD) Monitoring Letter and clearance letter for all renewal projects, if applicable
 - If there were any findings from the monitoring, the agency has taken action to address those findings in a timely manner.

I hereby acknowledge that:

1. All listed documents are in possession of the above-named agency and current, based on the agency's records.
2. The above-named agency has taken any necessary action to address concerns found through audit findings, if applicable.
3. The above-named agency has taken any necessary actions to address findings found through HUD monitoring, if applicable, and the agency is in good standing with HUD.
4. The above-named agency will provide updated documents to the Office of Care Coordination, as the Collaborative Applicant, if requested.

² Under the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, each recipient or project sponsor is required to provide for the participation of not less than individual with lived experience of homelessness 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.

Name, Title and Signature of Person who will complete the CoC Program application:

Name/Title	Signature	Date
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Name, Title and Signature of Person authorized to sign the HUD application:

Name/Title	Signature	Date
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EXHIBIT 3: AGENCY CERTIFICATION FOR PROJECT APPLICATIONS

Agency Name: _____

The Orange County Continuum of Care (CoC) has required agencies currently receiving CoC Program funding and interested in applying for funding for renewal and transition projects in the fiscal year (FY) 2025 CoC Program Notice of Funding Opportunity (NOFO) to complete an Intent to Renew Survey via SurveyMonkey and the FY2025 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 3, 2025. Agencies receiving CoC Program funding were required to submit the completed survey by April 18, 2025, as part of the FY2025 CoC NOFO local competition process.

Agencies looking to submit CoC Renewal Project Applications and CoC Transition Project Applications during the FY2025 CoC Program NOFO and Agencies who are voluntarily reallocating one or more of their renewal projects and may be interested in submitting new project applications in response to future solicitations for CoC Bonus, Domestic Violence Bonus and/or Reallocation funding during the FY2025 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 the U.S. Department of Housing and Urban Development (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 3 and is able to provide documented proof within two business days, if requested by the County.
2. The above-named agency has maintained current State and federal documentation to ensure compliance and eligibility for HUD funding.
3. The above-named agency has provided the County with the most recent HUD Monitoring Letter, if it was not previously included in the Agency Administrative Review as part of the local competition process in 2024.
4. The above-named agency is drawing down funds from LOCCS on a quarterly basis, at minimum.
5. 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.
6. The above-named agency is an active participant in the Orange County CoC.
7. The above-named agency actively participates in Homeless Management Information System (HMIS) (or a comparable database) and Coordinated Entry System (CES), if applicable.
8. The Authorized Agency Representative of the Agency Administrative Review has completed and submitted the FY2025 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.
9. All information contained in the FY2025 Intent to Renew Survey, Agency Administrative Review and CoC Renewal Project Application is accurate and true, and based on the agency's current records.

- a. Given the policy and programmatic changes described in the FY2025 CoC Program NOFO, if the Agency had any updates to the responses submitted during the FY2025 Intent to Renew Surveys, these changes have been communicated to the Office of Care Coordination via email. These changes may include considerations for the consolidation of project(s), transitions of projects from one program component to another, and reallocations.

Name, Title and Signature of Person who will complete the application:

Name/Title	Signature	Date
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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 FY2025 Intent to Renew Survey and Agency Administrative Review is accurate and true, and based on our current records, and if there were any changes, these were communicated to the Office of Care Coordination via email. 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 4: TERMS AND CONDITIONS

Agency Name: _____

FY2025 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 FY2025 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 FY2025 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 FY2025 Agency Administrative Review and/or 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 FY2025 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.

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