

FY 2025 Continuum of Care Competition NEW PROJECT APPLICATION

Instructions: Please complete one application for each project

Organization Information

Agency/Organization Name Unique Entity ID (UEI)	Employer Identification Number (EIN)	
Administrative Address	City, State, Zip	
Phone	Fax	Website
Director Name and Title	Phone	Email

Grant Application/Contact Information
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Please list below the names and contact information for those staff who should receive correspondence regarding this proposal in addition to the Executive Director.

Primary Contact

Name	Title	Phone	Email
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Secondary Contact

Name	Title	Phone	Email
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HMIS Contact Information

Name	Title	Phone	Email
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Project Information

Name of Project:

Project Address:

Grant Request Amount:

Project Component Type (select one)

☐ Transitional Housing ☐ Supportive Services Only - Street Outreach ☐ Transition Grant (PSH/RRH)

Primary Population

Countywide or City Specific

Annual Amount for Project:

Total Number of Units/Beds/Beneficiaries:

Additional Agency Information

Is your organization a victim service provider defined in 24 CFR 578.3?

Organization is a victim service provider defined in 24 CFR 578.3. 24 CFR 578.3: Victim service provider means a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. This term includes rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs. No, if your organization, or subrecipient, is not a victim service provider.

☐ Yes ☐ No

Is your organization a faith-based organization?

☐ Yes ☐ No

Has the subrecipient ever received a federal grant, either directly from a federal agency or through a State/ local agency?

☐ Yes ☐ No

Application Types

☐ New Transitional Housing Grant ☐ New Street Outreach Grant ☐ Domestic Violence Bonus
☐ Transition Grant (PSH/RRH/SH to TH or SO)

Budget:

Activity:	Budget Amount:
Leased Units	
Leased Structures	
Rental Assistance	
Supportive Services	
Operations	
Administration (up to 10% based on CFR 578.59)	
Subtotal:	
25% Match Required	
Type of Match (In-Kind, Private Funds, or Other Grants)	
Total:	

Authorized Agency Representative

I certify, on behalf of my agency that all information contained in this application is accurate and true, based on our current records for the project. 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 Continuum of Care Application to HUD. I also understand that projects not submitting their Letter of Intent by the deadline may be reallocated.

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

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

I. Background Information:

The Continuum of Care (CoC) will consider the need to continue funding for projects expiring in 2026 as required by the U.S. Department of Housing and Urban Development (HUD). However, as noted by HUD, renewal projects must meet minimum project eligibility, capacity, timeliness, and performance standards identified in the Notice of Funding Opportunity (NOFO) or they will be rejected from consideration for funding. **HUD has imposed a 30% cap on permanent housing and therefore, new PSH or RRH projects will not be included in the VC CoC Consolidated Application. CoC Renewal PSH projects will be prioritized within the new cap to retain permanent housing for high-ranking renewals. Reallocated funds will be prioritized for new TH and SSO projects that can be competitive nationally to retain local renewal funding.**

While considering the need to continue funding for HUD CoC projects expiring in 2026, the CoC Data, Performance & Evaluation Committee will review the information that HUD noted in the 2025 NOFO CoC Program Competition, which is as follows:

1. When considering new projects for award, HUD will review financial information; Annual Performance Reports (APRs); independent or 2-CFR-200 audit reports as applicable; and information provided from the local HUD CPD Field Office, including monitoring report and performance standards on prior grants; and will assess projects 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 those standards for the expenditure of grant funds that have been met.
 - c. The project applicant's performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that 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.
 - e. Leverage shelter, supportive services and healthcare resources as outlined on page 1 of the NOFA;
 - f. Clearly meet the CoC Program funding priorities of HUD and the Ventura County CoC;
 - g. Have a clear plan for acquiring dedicated housing units for the project (PH-PSH; TH);
 - h. Work effectively with the [Ventura County Coordinated Entry System, Pathways to Home](#);
 - i. Be based upon best practices and the most effective, evidence-based, culturally competent, and individualized client models possible;
 - j. Include plans to successfully meet HUD and local performance measures;
 - k. Be administered by organizations that have demonstrated experience providing

- similar services and serving the proposed population (all project types);
- l. Require program participation in supportive services (40 hours/week for TH projects).
 - m. HUD favors projects with onsite substance use treatment, required service participation, sufficient treatment bed capacity, and 24/7 detox or inpatient access.
2. Although a project may be recommended for funding by the CoC, 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/Monitoring finding(s) for which a response is overdue or unsatisfactory.
 - c. History of inadequate financial management accounting practices.
 - d. Evidence of untimely expenditures and unspent funds on prior award.
 - e. History of other major capacity issues that have significantly affected the operation of the project and its performance.
 - f. New prohibitions can disqualify any project. HUD may reject projects in Tier 1 or 2 for engaging in racial preferences, using a definition of sex “other than binary,” or conducting activities viewed as “harm reduction.”
 - g. History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and
 - h. History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

NOTE: If you are applying under the Transition Grant option, ensure that your HMIS reporting request reflects your current HUD CoC Grant Agreement.

II. FY 25 HUD Priorities- Threshold Review

<p>Review the FY 25 HUD Policy Priorities as described in the CoC NOFA and describe how your project is in alignment with each of these priorities.</p> <p>(Limit 500 characters each)</p>	
<p>Ending the crisis of homelessness on our streets</p>	
<p>Prioritizing Treatment and Recovery</p>	
<p>Advancing Public Safety</p>	

Promoting Self-Sufficiency	
Improving outcomes	
Minimizing trauma	

III. Recipient Grant Compliance with Grants and Financial Management:

Per 24 CFR part 578 and the 2025 CoC Program Competition NOFO requires that Project Applicants specifically identify four benchmarks for grants and financial management that communities must reach to meet this standard, which are:

1. *On-time APR submission.*
2. *Resolved HUD or Office of Inspector General (OIG) Audits, if applicable.*
3. *Monthly submission of claims; and*
4. *100% expenditure of awarded funds.*
5. *Experience leveraging federal funds and other public funding*
6. *Appropriate accreditation and licensure to provide service*

The following questions are designed to inform HUD of the recipient's performance related to these four statutory and regulatory requirements and to provide the recipient with an opportunity to explain their inability to meet the related standards.

1. Describe your organization's experience in effectively utilizing federal funds and performing the activities proposed in the application.

Include:

- a. Organization's experience in leveraging Federal, State, local and private sector funds
- b. Organization's financial management structure that meets the requirements of 2 CFR part 200.

Max 2,000 characters

2. Does the recipient have any unresolved HUD Monitoring and/or OIG Audit findings concerning any previous grants? If unresolved monitoring or audit findings, provide a detailed explanation as to why the monitoring or audit finding(s) remain unresolved and the steps that have or will be taken towards resolution (e.g. responded to the HUD letter, but no final determination received).

☐ Yes ☐ No

Select **"Yes"** if there are any unresolved HUD Monitoring or OIG Audit findings, regardless of the funding year of the project for which they were originally identified. Select **"No"** if there are no unresolved HUD Monitoring or OIG Audit findings.

A. Date HUD or OIG issued the oldest unresolved finding(s):

If you selected **"Yes"** above, provide the date that the oldest unresolved finding was issued: _____

B. Explain why the finding(s) remains unresolved:

If you selected **"Yes"** above, provide a brief explanation in the box below (expand box as needed) for why the monitoring or audit finding remains unresolved and the steps that have been taken towards resolution (e.g., responded to the HUD letter, but no final determination received):

3. Has the recipient maintained timely and consistent monthly submission of claims for the most recent grant terms related to federal grant?

☐ Yes ☐ No ☐ No federal funding ☐ No HUD funding

If you selected **"No"** above, explain why the recipient has not maintained timely and consistent monthly claims for the most recent grant terms related to federal grants.

4. Have any funds been recaptured by or returned to HUD for any of the three (3) most recently expired grant terms related to this renewal project request?

☐ Yes ☐ No ☐ No federal funding ☐ No HUD funding

A. If you selected "Yes" above, explain the circumstances that led to HUD recapturing/returning funds from any of the three (3) most recent grant terms related to this renewal project request and include the amount returned:

Additional attachments: Please attach the following supporting documentation that shows that your agency will provide staff training and policies and procedures so that staff fully understands how to implement required supportive services: a copy of the agency Policies and Procedures, supportive services staff training materials, and any forms or other related documents.

IV. Supportive Services for Participants:

For the supportive services available to program participants, indicate who will provide them and how often they will be provided

Eligible Support Services

- Additional information can be found about eligible support services per 24 CFR 578.53(a)(1) or on the HUD Exchange: <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/supportive-services/>

Provider

- Subrecipient indicates the project applicant providing the service.
- Partner indicates an organization other than a subrecipient of CoC Program funds, but with whom a formal agreement or (MOU) was signed to provide the service; or
- Non-Partner indicates a specific organization with whom no formal agreement was established regularly provides the service to program participants.

If more than one provider offers the service equally as often, choose the provider according to the following order: (1) Subrecipient, (2) Partner, and (3) Non-Partner.

Frequency

- For each supportive service selected, use the dropdown to indicate how often the service is provided to program participants. If two frequencies are equally common, select the interval that is most frequent, (e.g., both weekly and monthly are equally common—select weekly).

Eligible Support Services	Provider (Subrecipient, partner, non-partner)	Frequency (daily, weekly, bi-weekly, monthly, quarterly, semi-annually, annually, as needed)
Assessment of Service Needs		Select Frequency
Assistance with Moving Costs		Select Frequency
Case Management		Select Frequency
Child Care		Select Frequency
Education Services		Select Frequency
Employment Assistance		Select Frequency
Food		Select Frequency

Housing/Counseling Services		Select Frequency
Legal Services		Select Frequency
Life Skills		Select Frequency
Mental Health Services		Select Frequency
Outpatient Health Services		Select Frequency
Outreach Services		Select Frequency
Substance Use Treatment Services		Select Frequency
Transportation		Select Frequency
Utility Deposits		Select Frequency

1. Provide a detailed project description and strategy for providing supportive services to eligible program participants. Max 2,000 characters

2. For Transitional Housing, will the project provide 40 hours per week of customized services?

☐ Yes ☐ No

If Yes, describe the types of services being provided below. Max 500 characters

**3. For SSO projects, describe your plan of how the project will partner with first responders and law enforcement to engage people living in places not meant for human habitation to access emergency shelter, treatment programs, reunification, transitional housing or independent living programs?
Max 500 characters**

4. Will your project provide regular follow-ups with participants to ensure mainstream benefits are received and renewed?

☐ Yes ☐ No

Select **“Yes”** if the project regularly follows-up with program participants at least annually to ensure that they have applied for, are receiving their mainstream benefits, and renew benefits when required. Select **“No”** if there is no or irregular follow-up concerning mainstream benefits.

5. Do program participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency?

☐ Yes ☐ No

Select **“Yes”** if program participants have access to SSI/SSDI technical assistance. The assistance can be provided by the applicant, a subrecipient, or a partner agency—through a formal or informal relationship. Select **“No”** if there is no or significantly limited access to SSI/SSDI technical assistance

6. Describe plan for assessing workforce development needs regularly and/or connecting residents to specific workforce development resources such as training and assistance in job search.

Max 500 characters

7. Does your program intend to operate a drug injection site or unsafe consumption site, permit the use of “harm reduction” activities?

☐ Yes ☐ No

V. New HUD Policy Initiatives:

1. Does your project provide on-site substance use treatment (this includes an clinician providing substance abuse treatment services at the site)? If so, describe how and by whom.

VI. Eligible Populations:

1. Target Populations (select all that apply)

- ☐ People experiencing chronic homelessness
 ☐ Literally homeless
 ☐ Seniors 62+
 ☐ Veterans
 ☐ Families with children
- ☐ Youth (18-24)
 ☐ Persons living with disabilities
 ☐ Fleeing domestic violence
- ☐ Persons living with HIV/AIDS
- ☐ N/A – Project serves all subpopulations
- ☐ Other _____

2. Does your project intend to engage in racial preferences or other forms of illegal discrimination or conducts activities that rely on or otherwise use a definition of “sex” other than as binary in humans?

☐ Yes ☐ No

3. How many years of experience does your agency have working with the proposed population and in providing services similar to that proposed in the applications?

☐ 0 years of experience
 ☐ 1 year
 ☐ 2-3 years
 ☐ 4-5 years
 ☐ 6-8 years
 ☐ 9-10 years
 ☐ 10+ years

VII. Project Performance: Max 20 points

Participation in Homeless Management Information System (HMIS)

The Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care (CoC) Program interim rule places a high emphasis on having a functioning and comprehensive HMIS in the CoC jurisdiction as it is critical to gathering unduplicated, aggregated data on homelessness in the community for both the CoC and Emergency Solutions Grant (ESG) Programs.

1. Does this project provide client level data in HMIS at least annually with a similar project?

☐ Yes ☐ No

If the project is providing participant data in the HMIS – indicate the total number of participants served by the similar project, and the total number of clients reported in the HMIS for reporting year 10/12024-9/30/2025 (one year grant term).

Total number of participants served by the project: _____

Total number of clients reported in the HMIS: _____

Total number of exits to positive destinations reported in HMIS APR (Q23c) : _____

For TH only: Bed utilization during last year's 2025 [Homeless Count](#): _____

For SO only: is current living situation captured in HMIS:

☐ at every contact ☐ during most contacts ☐ not captured

If the project is not providing participant data in the HMIS – indicate one or more of the four (4) reason(s) for non-participation:

- ☐ Federal law prohibits (please cite specific law) ☐ State law prohibits (please cite specific law)
☐ New project not yet in operation ☐ Other (please specify prohibition)

Also, for those participant records that were reported in the HMIS, indicate the percentage of values that were missing ("Null or Missing Values") and/or unknown ("Don't Know or Refused"). If there were no unknown values, note a "0" value. _____

Data Collection Requirements

All CoC Program funded projects are required to collect HUD Universal Data Elements and a select number of Program-Specific Data Elements.

Indicate the percentage of unduplicated client records with null or missing values during the last 10 days of January 2025.

Reports: FY26 HMIS Data Quality Framework Report and Annual Performance Report

Universal Data Element (Use FY26 HMIS Data Quality Framework Report)	Records with no values (%)	Records where value is refused or unknown (%)
3.1 Name		
3.2 Social Security Number		
3.3 Date of Birth		
3.4 Race		
3.5 Ethnicity		
3.6 Gender		
3.7 Veteran Status		
3.8 Disabling condition		
3.917 Living Situation		
3.10 Project entry date		
3.11 Project exit date		
3.12 Destination		
3.15 Relationship to Head of Household		
3.16 Client Location		
Program Specific Data Element (From the most recent HMIS APR)	Records with no values (%)	Records where value is refused or unknown (%)
4.2 Income and Sources		
4.3 Non-Cash Benefits		
4.4 Health Insurance		
4.5 Physical Disability		
4.6 Developmental Disability		
4.7 Chronic Health Condition		
4.8 HIV/AIDS		
4.9 Mental Health Problem		
4.10 Substance Abuse		
4.11 Domestic Violence		
4.17 Residential Move-In Date		

2. Participation in Coordinated Entry System

A. Does your project commit to participate in HMIS and CES?

☐ Yes ☐ No

CoC funded projects are required to participate in the local Coordinated Entry System. As defined by HUD:

“Coordinated entry is a key step in assessing the needs of homeless individuals and families and prioritizing them for assistance. In addition to engaging people who are seeking assistance, Coordinated Entry processes should be integrated with communities’ outreach work to ensure that people living in unsheltered locations are prioritized for help”. Coordinated Entry (defined in 24 CFR 578.3) should achieve several goals:

- Make it easier for persons experiencing homelessness or a housing crisis to access the appropriate housing and service interventions.
- Prioritize persons with the longest histories of homelessness and the most extensive needs.
- Lower barriers to entering programs or receiving assistance; and,
- Ensure that persons receive assistance and are housed as quickly as possible.

VIII. System Level Performance Measures:

The purpose of the HUD’s System Performance Measures is to help communities gauge their progress in preventing and ending homelessness and provide a more complete picture of how well a community is achieving this goal. The performance of each project in the CoC is crucial in the overall performance of the CoC. The source data for performance measures include the Annual Performance Report (APR) and System Performance Measures (SPM) Report.

A bed utilization rate is equal to the total number of people served on any given day divided by the total number of beds available on that day. Bed utilization rates below 65 percent are usually attributed to the project not entering all their clients into the HMIS or the project was under-utilized. Bed utilization rates above 100 means the project did not capture exit dates for all their clients and/or the project offered overflow beds.

From your most recent APR 10/1/2024-9/30/2025, complete the table below on the point-in-time count of households served on the last Wednesdays in each month:

	*Total # of Beds	Total # of Clients Served	Utilization Rate
January			
April			
July			
October			

1. Employment and Income Growth

HUD's System Performance Measure 2 – Change in employment income during the reporting period for program stayers. Meeting this criterion will be based on demonstrating that the percent of homeless adults served in the program increased their earned income. From your most recent APR (Q18), complete the table below to indicate the number of program stayers and leavers who increased employment or earned income.

	Total # of Adults in Program	# of Adults with increased employment/earned income	% of adults with increased employment/earned income
Program Stayers			
Program Leavers			

2. Obtain and Maintain Permanent Housing

HUD's System Performance Measure 7b (APR Q 23c): Successful Placement in or Retention of Permanent Housing. Meeting this criterion will be based on demonstrating an increase in the percent of persons served in permanent housing projects who exit to permanent housing destinations.

Total # of Persons who exited the program	# of Persons who exited to Permanent Housing*	% of Persons who exited to permanent housing

**Permanent housing includes:*

- *Owned by client, no ongoing housing subsidy*
- *Owned by client, with ongoing housing subsidy*
- *Rental by client, no ongoing housing subsidy*
- *Rental by client, with VASH housing subsidy*
- *Rental by client, with GPD TIP housing subsidy*
- *Rental by client, with other ongoing housing subsidy*
- *Staying or living with family, permanent tenure*
- *Staying or living with friends, permanent tenure*

Additional attachments: Please attach the following Annual Performance Report documentation for each project from the most recent complete grant term (10/1/2024-9/30/2025):

Length of Time Homeless-HMIS APR-22c

Exits to Permanent Housing-HMIS APR-23c

Exits to Homeless Situations-HMIS APR- 23c

Employment and Income Growth-HMIS APR- 19a1

Percentage of persons exiting to positive housing destinations-HMIS APR-23c

IX. HEARTH Act Compliance

This section asks questions to ensure compliance with the requirements of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH Act): Continuum of Care (CoC) Program Interim Rule. (Please note, this section does not encompass all changes under the HEARTH Act, and it is recommended that all projects should review the Act in its entirety).

1. Participation of homeless individuals

The HEARTH Act CoC Program Interim Rule states that the recipient or subrecipient must document its compliance with the homeless participation requirements under § 578.75(g), which is as follows:

(g) Participation of homeless individuals.

(1) Each recipient and subrecipient must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the recipient or subrecipient, to the extent that such entity considers and makes policies and decisions regarding any project, supportive services, or assistance provided under this part. This requirement is waived if a recipient or subrecipient is unable to meet such requirement and obtains HUD approval for a plan to otherwise consult with homeless or formerly homeless persons when considering and making policies and decisions.

(2) Each recipient and subrecipient of assistance under this part must, to the maximum extent practicable, involve homeless individuals and families through employment; volunteer services; or otherwise in constructing, rehabilitating, maintaining, and operating the project, and in providing supportive services for the project.

- A. Does your agency provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the recipient or sub recipient, to the extent that such entity considers and makes policies and decisions regarding any project, supportive services, or assistance provided under this part. This requirement is waived if a recipient or sub recipient is unable to meet such requirement and obtains HUD approval for a plan to otherwise consult with homeless or formerly homeless persons when considering and making policies and decisions?**

☐ Yes ☐ No

If not, please provide an action plan/timeline on when your agency will be compliant with this requirement in the following box (expand box as needed).

- B. Does your agency, to the maximum extent practicable, involve homeless individuals and families through employment; volunteer services; or otherwise in constructing, rehabilitating, maintaining, and operating the project, and in providing supportive services for the project?**

☐ Yes ☐ No

If not, please provide an action plan/timeline as to when your agency will be compliant with this requirement in the box below (expand box as needed).

2. Faith-based activities

The HEARTH Act CoC Program Interim Rule states that the recipient or subrecipient must document its compliance with faith-based activities requirements under § 578.87(b), which is as follows:

(b)) Faith-based activities.

(1)) Equal treatment of program participants and program beneficiaries.

(i) Program participants. Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in the

Continuum of Care program. Neither the Federal Government nor a State or local government receiving funds under the Continuum of Care program shall discriminate against an organization on the basis of the organization's religious character or affiliation. Recipients and subrecipients of program funds shall not, in providing program assistance, discriminate against a program participant or prospective program participant on the basis of religion or religious belief.

(ii) Beneficiaries. In providing services supported in whole or in part with federal financial assistance, and in their outreach, activities related to such services, program participants shall not discriminate against current or prospective program beneficiaries on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

(2) Separation of explicitly religious activities. Recipients and subrecipients of Continuum of Care funds that engage in explicitly religious activities, including activities that involve overt religious content such as worship, religious instruction, or proselytization, must perform such activities and offer such services outside of programs that are supported with federal financial assistance separately, in time or location, from the programs or services funded under this part, and participation in any such explicitly religious activities must be voluntary for the program beneficiaries of the HUD-funded programs or services.

(3) Religious identity. A faith-based organization that is a recipient or subrecipient of Continuum of Care program funds is eligible to use such funds as provided under the regulations of this part without impairing its independence, autonomy, expression of religious beliefs, or religious character. Such organization will retain its independence from federal, State, and local government, and may continue to carry out its mission, including the definition, development, practice, and expression of its religious beliefs, provided that it does not use direct program funds to support or engage in any explicitly religious activities, including activities that involve overt religious content, such as worship, religious instruction, or proselytization, or any manner prohibited by law. Among other things, faith-based organizations may use space in their facilities to provide program-funded services, without removing or altering religious art, icons, scriptures, or other religious symbols. In addition, a Continuum of Care program-funded religious organization retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.

A. Does your proposed program use direct program funds to support or engage in any explicitly religious activities, including activities that involve overt religious content, such as worship, religious instruction, or proselytization, or any manner prohibited by law?

☐ Yes ☐ No

3. Involuntary family separation

The HEARTH Act CoC Program Interim Rule states that the recipient or subrecipient must document its compliance with involuntary family separation requirements under §578.93(e), which is as follows:

(e) Prohibition against involuntary family separation. The age and gender of a child under age 18 must not be used as a basis for denying any family's admission to a project that receives funds under this part.

A. Does the project accept all families with children under age 18 without regard to the age of any child? In general, under the HEARTH Act, any project sponsor receiving funds to provide emergency shelter, transitional housing, or permanent housing to families with children under age 18.

Note there is an exception outlined in the Act: Project sponsors of transitional housing receiving funds may target transitional housing resources to families with children of a specific age only if the project sponsor: (1) operates a transitional housing program that has a primary purpose of implementing evidence based practice that requires that housing units be targeted to families with children in a specific age group; and (2) provides assurances, as the Secretary shall require, that an equivalent appropriate alternative living arrangement for the whole family or household unit has been secured.

☐ Yes. Project certifies that it accepts all families with children under age 18 without regard to the age of any child.

☐ No. Project does not comply with this requirement. A narrative is attached explaining how the project will comply with this HEARTH Act requirement.

☐ No. Project does not comply with this requirement but qualifies for an exception because it is implementing an evidence-based practice that requires housing units targeted to families with children in a specific age group. A narrative is attached explaining how the project will comply with the exception, including identification of the evidenced based practice being utilized.

☐ N/A. Project does not serve families.

☐ N/A. Project is new and has not started yet.

4. Discrimination Policy

Federal and California State laws note that discrimination can be based on race, color, national origin or gender. Discrimination can also be based on age, religion, disability, familial status or sex. Does your program deny services to potential recipients based on any of the following?

- Age ☐ Yes ☐ No
- Color ☐ Yes ☐ No
- Disability ☐ Yes ☐ No
- Familial Status ☐ Yes ☐ No
- Gender ☐ Yes ☐ No
- Marital Status ☐ Yes ☐ No
- National Origin ☐ Yes ☐ No
- Race ☐ Yes ☐ No
- Religion ☐ Yes ☐ No
- Sex ☐ Yes ☐ No

If you answered “yes” to any of the above, please explain why in the box below (expand box as needed).

5. Active participation in local Continuum of Care meetings

HUD states that a successful CoC will have involvement from a variety of organizations representing the public and private sectors, as well as interested individuals within the CoC jurisdiction(s). These organizations should have an active role in the CoC.

- A. Describe what local Continuum of Care committees, subcommittees, and/or working groups that your agency participates in on a regular basis in the box below. Please include the names and titles of those participating as well as their level of involvement/participation.**

6. Housing Quality Standard (HQS)

The HEARTH Act CoC Program Interim Rule states that the recipient or subrecipient must document its compliance with housing quality standards requirements under § 578.75(b). Housing quality standards for which rental assistance payments are made with Continuum of Care program funds, must meet the applicable housing quality standards (HQS) under 24 CFR 982.401 of this title, except that 24 CFR 982.401(j) applies only to housing occupied by program participants receiving tenant-based rental assistance. For housing rehabilitated with funds under this part, the lead-based paint requirements in 24 CFR part 35, subparts A, B, J, and R apply. For housing that receives project-based or sponsor-based rental assistance, 24 CFR part 35, subparts A, B, H, and R apply. For residential property for which funds under this part are used for acquisition, leasing, services, or operating costs, 24 CFR part 35, subparts A, B, K, and R apply.

(1) Before any assistance will be provided on behalf of a program participant, the recipient, or subrecipient, must physically inspect each unit to assure that the unit meets HQS. Assistance will not be provided for units that fail to meet HQS, unless the owner corrects any deficiencies within 30 days from the date of the initial inspection and the recipient or subrecipient verifies that all deficiencies have been corrected.

(2) Recipients or subrecipients must inspect all units at least annually during the grant period to ensure that the units continue to meet HQS.

A. Does your project meet applicable Housing Quality Standards?

☐ Yes ☐ No ☐ Project has not yet started ☐ Not applicable to SSO-SO

Please briefly explain your inspection process for HQS in the box below (expand box as needed). For SSO, explain how the project identifies safe and habitable housing for participants?

B. Has your project received HQS corrective action plan in the last 2 years?

☐ Yes ☐ No ☐ Project has not yet started

If you selected Yes, explain the nature of the concerns/issues and how it was resolved in the box below (expand the box as needed).

X. Cost Effectiveness:

HUD states in the 2025 CoC Program Application that “CoCs should consider how much each project spends to serve and house an individual or family as compared to other projects serving similar populations.” HUD states that the project must be cost-effective and not deviate substantially from the norm in that locale for the type of activity including case management and other supportive services.

1. Please calculate the cost per participant and enter below:

2. Is your project cost-effective concerning case management and other supportive services?

☐ Yes ☐ No ☐ Project has not yet started

If no, please explain below:

XI. Miscellaneous Information

1. Match requirement

Match must equal 25 percent of the total grant request including Admin costs but excluding leasing costs (i.e., any funds identified for Leased Units and Leased Structures). Match must be met on an annual basis. HUD requires match letters to be submitted with the e-snaps application. Match contributions can be cash, in-kind, or a combination of the two; and, match must be used for an eligible cost as set forth in Subpart D of CoC Program interim rule. For an in-kind match, the recipient 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. The full value of property or equipment can only be claimed once (i.e. renewal projects may only claim a portion of the value over the expected period of use

– an ‘annual’ amount of the full value). 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 part will provide such services and value towards the project. The MOU must contain specific information. Please note that the following requirements apply to in-kind match documentation:

- In-kind Contributions:
 1. Grantees/subrecipients using in-kind contributions may use the value of any real property, equipment, goods, or services contributed to the project as match, provided that if the recipients/subrecipients would have to pay for them with grant funds, the costs would be eligible.
 2. During the term of the grant, the recipients/subrecipients must maintain and make available for inspection records documenting the value of real property, equipment, goods, or services contributed to the project as match.
 3. Grantees/subrecipients must adhere to the requirements of 2 CFR 200.306 **and must execute a Memorandum of Understanding (MOU) with any third party that will provide services before grant execution per 24 CFR 578.73(c)(3)**. Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient’s/subrecipient’s organization. If the recipient/subrecipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market. It is the responsibility of the recipient to provide evidence of cost reasonableness.
 4. **For supportive services provided, an MOU must establish unconditional commitment, except for selection to receive a grant, by the third party to provide the services, including the following:**
 - i. **the specific service to be provided.**
 - ii. **the profession of the persons providing the service.**
 - iii. **the hourly cost of the service to be provided; and**
 - iv. **the total hours of service to be contributed to the project during the grant term.**
 5. During the term of the grant, the recipient/subrecipient must maintain and make available inspection records documenting the service hours provided.

HUD also notes that all CoC Program activities are subject to environmental review requirements 24 CFR 578.31 of the CoC Program interim rule. Specifically, the rule states that the recipient or subrecipient may not lease property for a project or commit or expend HUD or local funds for such eligible activities until HUD or the responsible entity (RE) has performed an environmental review of the project. HUD recommends a new review being conducted every five years, or sooner if environmental conditions have changed. Please review your environmental review record for the subject grant and ensure that the project is in compliance prior to expending any grant funds.

A. Will your agency be able to provide the match requirement for your new project (including a commitment letter or MOU)?

☐ Yes ☐ No

2. Does your project voluntarily, thoroughly and demonstrably facilitate immigration status verification before distribution of benefits to all recipients using SAVE directly or in coordination with a government entity? (This question does not impact scoring) ☐ Yes ☐ No

3. Exit Surveys

A. HUD encourages client surveys particularly exit surveys. Does your program conduct exit surveys or interviews with clients?

☐ Yes ☐ No ☐ Project has not yet started

4. Project Milestones

Project Milestones	Days from Execution of Grant Agreement
New project staff hired, or other expenses begin?	
Participant enrollment in project begins?	
Participants begin to occupy leased units or structures or begin to participate in services?	
Supportive Services near 100% of capacity?	
Supportive Services at 100% of capacity?	

5. Project Staffing

Provide an overview of the staffing plan for the project using the tables below (you may add additional rows as necessary.)

For each of the staff positions involved in the project: state the name of the staff person or indicate a vacancy, the position title, a brief description of their tasks and responsibilities, indicate the percentage of their time dedicated to this project, and indicate any education, training, and/or credentials and experience required of this position (social work, mental health, medical, etc.).

Position Title	
Hours (FT/PT)	
% of Time on Project	
Position Responsibilities	
Required Education/Experience	
Name of Employee (note vacant if new)	

position)	
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Position Title	
Hours (FT/PT)	
% of Time on Project	
Position Responsibilities	
Required Education/Experience	
Name of Employee (note vacant if new position)	

Position Title	
Hours (FT/PT)	
% of Time on Project	
Position Responsibilities	
Required Education/Experience	
Name of Employee (note vacant if new position)	

XII. Attachments

Please note that all or a portion of the application can be denied if incomplete, if CoC Staff is unable to determine what applicant is proposing, or whether the application does not meet minimum threshold requirements.

With your application, please make sure to include the following documentation:

- ☐ Printed copy of the most recent HUD CoC Annual Performance Report (APR) 10/1/24-9/30/25
- ☐ Printed copy of eLOCCS expenditure report/close out report for the most completed grant term
- ☐ Intake procedures and program policies
- ☐ Copy of sample lease agreement used for program
- ☐ Staffing plan for project
- ☐ Copy of full program budget, including all funding sources
- ☐ Copy of Supportive Services Plan