

**County of Riverside Continuum of Care**

**Letter of Intent (LOI)**

**Continuum of Care (CoC)**

**U.S. Department of Housing and Urban  
Development (HUD)  
Homeless Assistance Programs**

**2015 Renewal Applicants**

**The LOI including all required documentation must be received by  
May 15, 2015 at 4:00 p.m.**

**Mail or hand deliver to  
DPSS Homeless Programs Unit  
4060 County Circle Drive  
Riverside, CA 92503**

## **Letter of Intent to Renew**

### **HUD Continuum of Care Homeless Assistance Programs**

The County of Riverside Continuum of Care (CoC) is requiring agencies interested in renewing projects for funding in the 2015 HUD Continuum of Care Program Consolidated Application to submit a Letter of Interest (LOI). An LOI is required for all projects to be considered for inclusion in the 2015 Continuum of Care (CoC) Consolidated Application to the U.S. Department of Housing and Urban Development (HUD). HUD will review applications and make the final funding recommendations.

Renewal applicants are required to complete this LOI by answering all questions and providing the required documentation to pass the threshold. Renewal applicants passing the threshold will be recommended for submission of their application in e-snaps and inclusion in the HUD CoC competition. The Independent Review Panel, selected from within the CoC membership, will review the LOI using the approved 2015 Continuum of Care Application Renewal Project Evaluation Process as adopted by the CoC Board of Governance. Threshold review includes and are not limited to each applicant's performance based on the Annual Performance Reports (APR) generated from HMIS data and HUD threshold requirements; ability to spend grant funds and submission of claims per the specified timeframe; monitoring issues; and HMIS data quality.

Projects are considered eligible for renewal in the 2015 CoC competition if:

- The current contract will expire in calendar year 2016
- The project has been included and confirmed on the final 2015 Grant Inventory Worksheet (GIW);
- The project has met all performance spending and capacity requirements;
- The project has met any other requirements outlined in the 2015 HUD CoC Notice of Funding Availability (NOFA).

The CoC reserves the right not to renew grants that have exhibited serious capacity issues in prior grants (including performance and financial problems); do not sufficiently participate in , HMIS; Have unresolved monitoring issues; or do not meet the priorities of the Continuum of Care.

#### **Background Information**

The U.S. Department of Housing and Urban Development (HUD) states that one of the primary responsibilities of the CoC is to develop a review process for selection and ranking criteria for prioritizing renewal and new projects for CoC Program funding. This is especially important for those communities that submit multiple renewal and new project requests to compete for funding.

In addition, HUD states that communities should have a mechanism for ranking and selecting projects that demonstrate decisions were based on pre-established selection criteria that were logical and fair. Criteria may include capacity to implement and manage the proposed project, experience working with the target population, cost effectiveness, etc. Communities should emphasize and rank projects based on the project's ability to articulate achievable outcome measures against which the project can be evaluated in future years. This is especially important as projects come up for renewal funding and communities must assess performance.

HUD also notes that it is important that renewal projects meet minimum project eligibility, capacity, timeliness, and performance standards identified in the NOFA or they will be rejected from consideration for funding. When considering renewal projects for award, HUD will review information in the Line of Credit Control System (LOCCS); Annual Performance Reports (APRs); and information provided from the local HUD/CPD Field Office, including monitoring reports and A-133 audit reports as applicable; as well as performance standards on prior grants. Projects will be assessed on the following criteria using a pass/fail basis:

(1) The project applicant's performance against plans and goals established in the initial application as amended;

(2) Project applicants must demonstrate all timeliness standards for grants being renewed, including that standards for the expenditure of grant funds have been met;

(3) The project applicant's performance in assisting program participants to achieve and maintain independent living and record of success; and

(4) 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 may result in a rejection of the application from the competition. HUD reserves the right to reduce or reject a funding request from the project applicant for the following reasons:

(a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;

(b) Audit finding(s) for which a response is overdue or unsatisfactory;

(c) History of inadequate financial management accounting practices;

(d) Evidence of untimely expenditures on prior award;

(e) History of other major capacity issues that have significantly impacted the operation of the project and its performance;

(f) Timeliness in reimbursing sub recipients for eligible costs. HUD will consider a project applicant as meeting this standard if it has drawn down grant funds at least once per month; or

(g) History of serving ineligible persons, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

**Exhibit 1:**

**Instructions:** Please complete one letter for each renewal application.

**Lead Agency Information**

CCR #:

DUNS #:

Agency Name:

Agency Address:

City:

State:

Zip:

Phone:

Fax:

email:

Grant/Application Contact Person:

Phone:

email:

Agency Director:

Phone:

email:

Project Information:

Name of Project:

Project Address:

Grant amount:

Grant Term:

Expiration Date:

Program Type:

Primary Population:

Total Number of Units:

Total Number of Beds:

Name and Signature of Person who will complete the application:

\_\_\_\_\_

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

\_\_\_\_\_

I certify, on behalf of my agency, that all information contained in this application is accurate and true, based on our current project 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.

\_\_\_\_\_  
Executive Director/CEO/President

\_\_\_\_\_  
Date

**Exhibit 2:  
Rating and Performance Measures**

HUD encourages the following rating and performance measures to be used to determine which projects to accept or reject. Please respond to each rating and performance measure. Incomplete information will not be accepted.

**I. HUD APR Performance Results**

The Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program interim rule states that HUD may terminate the renewal of any grant and require the recipient to repay the renewal grant if the recipient fails to submit a HUD Annual Performance Report (APR) within 90 days of the end of the program year or if the recipient submits an APR that HUD deems unacceptable or shows noncompliance with the requirements of the grant and this part. The recipient's submission of the APR helps HUD review whether the recipient is carrying out the project in the manner proposed in the application. Recipients agree to submit an APR as a condition of their grant agreement. This requirement allows HUD to ensure that recipients submit APRs on grant agreements that have expired as a condition of receiving approval for a new grant agreement for the renewal project.

- *Did your agency submit a HUD Annual Performance Report (APR) for this project within 90 days of the end of the last program year?*  Yes  No
- *If so, for what time period?* \_\_\_\_\_ (**Note:** this will be the time period for the renewal project's threshold review.)

**Performance Measures**

HUD states that CoCs must clearly demonstrate project participants' success in remaining in permanent supportive housing as reported in 12 month period for all APRs from all CoC-funded permanent supportive housing projects within the CoC. HUD's national goal is **at least 80 percent** of participants remain in CoC-funded permanent housing or exited to permanent housing (subsidized or unsubsidized)

HUD also states that CoCs must clearly demonstrate the overall percentage of program participants obtaining employment income. The overall percentage of program participants obtaining employment income must meet HUD's national goal of **at least 20 percent** or higher and the program participants with other income should be **at least 54 percent** as reported in a 12 month period for all project APRs or the CoC must show an increase from the previous year to the current year.

All PH project application for renewal must meet or exceed project quality goals established by HUD and CoC guidelines. According to your most recent APR:

**For Permanent Housing**

1. What was the % of persons who remained in the permanent housing project as of the end of the operating year or exited to permanent housing (subsidized or unsubsidized)?  
\_\_\_\_\_

If the percentage was lower than 80%, please explain why.

This is a new project and has not started yet:

This is not applicable to this project:

**NOTE: Please answer question 2 or 3 below based on which of these two questions that you chose to answer in your 2014 renewal application (see section 6A. Standard Performance Measures)**

2. What was the % of persons age 18 through 61 who maintained or increased their earned income as of the end of the operating year or project exit? \_\_\_\_\_

If the percentage was lower than 20%, please explain why.

This is a new project and has not started yet:

This is not applicable to this project:

3. What was the % of persons age 18 and older who maintained or increased their total income (from all sources) as of the end of the operating year or project exit? \_\_\_\_\_

If the percentage was lower than 54%, please explain why.

This is a new project and has not started yet:

This is not applicable to this project:

4. What was the percentage of project participants obtained mainstream benefits (non-cash benefits)? \_\_\_\_\_

If the percentage was lower than 56%, please explain why.

This is a new project and has not started yet:

This is not applicable to this project:

5. What percentage of project participants came from the street or other locations not meant for human habitation, emergency shelters, or safe havens? \_\_\_\_\_

If the percentage was lower than 60%, please explain why.

This is a new project and has not started yet:

This is not applicable to this project:

In addition, PH providers should provide a response to the questions below:

- Does your program implement a housing first approach? \_\_\_\_\_
- Does your program fill vacant beds with only chronically homeless persons? \_\_\_\_\_

If not, please explain.

This is a new project and has not started yet:

This is not applicable to this project:

#### For Transitional Housing

1. What was the percentage of persons who exited to permanent housing (subsidized or un-subsidized) during the operating year \_\_\_\_\_

If the percentage was lower than 80%, please explain why.

**NOTE: Please answer question 2 or 3 below based on which of these two questions that you chose to answer in your 2014 renewal application (see section 6A. Standard Performance Measures)**

2. What was the % of persons age 18 through 61 who increased their earned income as of the end of the operating year or project exit? \_\_\_\_\_

If the percentage was lower than the 20%, please explain why.

3. The % of persons age 18 and older who increased their total income (from all sources) as of the end of the operating year or project exit. \_\_\_\_\_

If the percentage was lower than the 54%, please explain why.

## **II. Financial Reporting and Claims Submission**

The County of Riverside DPSS is on record as the applicant and grantee for the HUD CoC Homeless Program grant funds. As such, the Riverside County DPSS is responsible for ensuring that the funds received by Sub recipients are utilized according to federal law and policy, and that goals established in the Project Application, Technical Submission, and Contract are being met

A renewal project's demonstrated ability to drawdown and spend grant funds timely will be a factor in evaluating performance of each grant. HUD will recapture grant funds remaining unspent at the end of the previous grant period when it renews a grant.

1. Are your monthly claims submitted timely (i.e. by the end of the month following the service month)?  Yes  No

If the answer is no, please explain your response.

This is a new project and has not started yet:

This is not applicable to this project:

2. Has the project returned any funds in the last 3 years?

Year	Amount Returned	Reason for Return
2013		
2012		
2011		

This is a new project and has not started yet:

This is not applicable to this project:

3. Cost effectiveness

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.

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

Yes  No

Please explain your response.

This is a new project and has not started yet:

This is not applicable to this project:

### **III. HMIS Participation and Data Quality**

The Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care 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 ESG Programs.

1. Does this project provide client level data to HMIS?  Yes  No

This is a new project and has not started yet:

This is not applicable to this project:

2. If the project is providing participant data in the HMIS – indicate the total number of participants served by the project, and the total number of clients reported in the HMIS.

Total number of participants served by the project: \_\_\_\_\_

Total number of clients reported in the HMIS: \_\_\_\_\_

This is a new project and has not started yet:

This is not applicable to this project:

3. If the project is not providing participant data in the HMIS – indicate reason(s) for non-participation. Cite specific law.

Federal law prohibits

State law prohibits

New project not yet in operation

Other (please specify prohibition)

4. 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.

\* Indicate the percentage of unduplicated client records with null or missing values during the last 10 days of January 2015:

Universal Data Element	Records with no values (%)	Records where value is refused or unknown (%)
* Social Security Number	<input type="text"/>	<input type="text"/>
* Date of Birth	<input type="text"/>	<input type="text"/>
* Race	<input type="text"/>	<input type="text"/>
* Ethnicity	<input type="text"/>	<input type="text"/>
* Gender	<input type="text"/>	<input type="text"/>
* Veteran Status	<input type="text"/>	<input type="text"/>
* Disabling Condition	<input type="text"/>	<input type="text"/>
* Residence Prior to Program Entry	<input type="text"/>	<input type="text"/>
* Entry Date	<input type="text"/>	<input type="text"/>
* Exit Date	<input type="text"/>	<input type="text"/>
* Destination	<input type="text"/>	<input type="text"/>
* Length of Time on Street, ES or SH	<input type="text"/>	<input type="text"/>

This is a new project and has not started yet:

This is not applicable to this project:

5. Point-in-Time Count of Households Served on the Last Wednesday in

	HH with Children	HH w/o Children	HH w/ Children Only	Total
January (2015)				
April (2015)				
July (2014)				
October (2014)				

This is a new project and has not started yet:

This is not applicable to this project:

**IV. Independent Audit**

Please submit your organization's most recent audits for the last two years (conducted within the last three years) by a certified CPA, including the management letter with this LOI.

**V. Match**

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. 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.

- Will your agency be able to provide the match requirement for your renewal project?

Yes  No

**VI. Leveraging**

HUD Continuum of Care Homeless program funding is limited and can provide only a portion of the resources needed to successfully address the needs of homeless families and individuals. HUD encourages applicants to use supplemental resources, including state and local appropriated funds, to address homeless needs. Leveraging includes all funds, resources, and/or services that the applicant can secure on all cash matching behalf of the client being served by the proposed project. Leveraging includes any other services, supplies, equipment, space, etc. that are provided by sources other than the CoC.

- Will your agency be able to provide the leveraging requirement (up to 150%) for your renewal project?

Yes  No

### **VII. HUD and CoC Monitoring Findings**

HUD requires that CoCs review any monitoring findings.

6. Has your agency received an audit finding on your most recent A-133 or Single Audit?

Yes  No

If Yes, please explain the finding.

This is a new project and has not started yet:

This is not applicable to this project:

7. Has your agency received a fiscal monitoring finding on your most recent DPSS monitoring?

Yes  No

If Yes, please explain the finding.

This is a new project and has not started yet:

This is not applicable to this project:

### **VIII. Clients Survey/Feedback**

HUD encourages client surveys particularly exit surveys.

- Does your renewal program conduct exit surveys or interviews with clients? Yes  No

If no, please explain why.

This is a new project and has not started yet:

This is not applicable to this project:

### **IX. Fiscal and Program Issues**

- Does your organization currently have any unresolved fiscal, reporting, or program issues with any of its funding sources?  Yes  No

If yes, please explain.

This is a new project and has not started yet:

This is not applicable to this project:

- Have any funds been returned to any funders within the last 24 months?  Yes  No

If yes, please explain.

This is a new project and has not started yet:

This is not applicable to this project:

### **X. Housing Quality Standards**

All housing leased with CoC funds or where rental assistance payments are made with CoC funds must meet applicable Housing Quality Standards (HQS).

- Does your project meet applicable Housing Quality Standards  Yes  No

Please briefly explain your inspection process for HQS.

This is a new project and has not started yet:

This is not applicable to this project:

### **XI. Review CoC Membership Involvement**

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.

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

This is a new project and has not started yet:

This is not applicable to this project:

## **XII. Participation in Centralized/Coordinated Entry System**

The CoC program interim rule requires CoCs to use a coordinated entry system, including a standardized assessment tool. The coordinated assessment (entry) is intended to prioritize resources for those with the greatest need, match people with the services that are most likely to help them exit homelessness, reduce the time it takes for clients to access services, and ensure that limited resources are allocated efficiently.

- Are you a current participant or do you agree to participate in the CoC's coordinated entry/assessment system?  Yes  No

This is a new project and has not started yet:

This is not applicable to this project:

**Exhibit 3:  
HEARTH Act Compliance**

This section of the LOI asks questions of all renewal projects to ensure compliance with the requirements of the HEARTH Act. (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).

**I. Participation of Homeless Individuals**

(1) Each recipient and sub recipient 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 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.

(2) Each recipient and sub recipient 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.

- 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.

- 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 on when your agency will be compliant with this requirement.

## **II. Families with children under age 18**

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.

## **III. Transitional Housing Lease Agreement**

Transitional housing means housing, where all program participants have signed a lease or occupancy agreement, the purpose of which is to facilitate the movement of homeless individuals and families into permanent housing within 24 months or such longer period as HUD determines necessary. The program participant must have a lease or occupancy agreement for a term of at least one month that ends in 24 months and cannot be extended.

- Do program participants have a lease or occupancy agreement for a term of at least one month that ends in 24 months and cannot be extended?  Yes  No

If no, please explain why.

#### **IV. 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 sexual orientation.

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
- Sexual Orientation  Yes  No

If you answered “yes” to any of the above, please explain why.

#### **V. Faith-based Activities**

- Does your proposed renewal 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

#### **VI. § 578.95 Conflicts of Interest**

Please read and initial to signify understanding and compliance.

(a) Procurement. For the procurement of property (goods, supplies, or equipment) and services, the recipient and its sub recipients must comply with the codes of conduct and conflict-of-interest requirements under 24 CFR 85.36 (for governments) and 24 CFR 84.42 (for private nonprofit organizations). **Initial** \_\_\_\_\_

(b) Continuum of Care board members. No Continuum of Care board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents. **Initial** \_\_\_\_\_

(c) Organizational conflict. An organizational conflict of interest arises when, because of activities or relationships with other persons or organizations, the recipient or sub recipient is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance under this part, or when a covered person's, as in paragraph (d)(1) of this section, objectivity in performing work with respect to any activity assisted under this part is or might be otherwise impaired. Such an organizational conflict would arise when a board member of an applicant participates in decision of the applicant concerning the award of a grant, or provision of other financial benefits, to the organization that such member represents. It would also arise when an employee of a recipient or sub recipient participates in making rent reasonableness determinations under § 578.49(b)(2) and § 578.51(g) and housing quality inspections of property under § 578.75(b) that the recipient, sub recipient, or related entity owns. **Initial** \_\_\_\_\_

(d) Other conflicts. For all other transactions and activities, the following restrictions apply:

(1) No covered person, meaning a person who is an employee, agent, consultant, officer, or elected or appointed official of the recipient or its sub recipients and who exercises or has exercised any functions or responsibilities with respect to activities assisted under this part, or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted under this part, may obtain a financial interest or benefit from an assisted activity, have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity, or have a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or during the one-year period following his or her tenure. **Initial** \_\_\_\_\_