



2024 CoC NOFO Renewal Projects Application

Welcome to the online application portal to renew your agency's project(s) for the Long Beach Continuum of Care (CoC) Consolidated Application to HUD's 2024 CoC Program Notice of Funding Opportunity (NOFO) administered by the City of Long Beach Homeless Services Bureau. You are able to save your progress in this form and return to complete a later time before the deadline. However, we advise developing your application on a separate Word doc and copying your responses when your agency is ready to submit. Please note that the deadline to apply is 5:00 PM on Thursday, September 12, 2024. Applications received after that time may not be considered. In order to streamline this process, there is an option to make no substantive changes or to just change sections that are needed. This is found within the Scope of Work section under Renewal Instructions. Please do only what is needed. Each agency will need to upload all required documents in section 11 of required uploads. For any questions regarding this online application, please contact HomelessServicesAdmin@longbeach.gov.

Program Overview

PROGRAM OVERVIEW

The City of Long Beach (City) is requesting agencies planning to renew their project(s) as part of the U.S. Department of Housing and Urban Development (HUD) Fiscal Year (FY) 2024-2025 Continuum of Care (CoC) Program Competition Notice of Funding Opportunity (NOFO) Consolidated Application to operate within the Long Beach Continuum of Care (CoC) to respond to this renewal RFP. The City was designated as a Unified Funding Agency (UFA) for the FY 2024-2025 CoC Program Competition, which authorizes the City to lead the Long Beach CoC in preparing the Consolidated Application to the NOFO and facilitating a ranking and prioritization process for all projects considered for CoC funding in the Long Beach region. As an UFA, HUD will award a master grant agreement to the City; whereby, projects administered and operated by a subrecipient will be formalized in a subcontract between the City and the awarded applicant agency.

[Click here to download a Word Doc version](#) of this application to work on a draft offline.

You can reference HUD's FY 2024-2025 CoC Program NOFO [here](#).

You can reference your agency's FY 2023 project applications [here](#).

HUD's Current Homelessness Policy Priorities

Every year during the NOFO process, HUD establishes new policy priorities to guide their criteria to select and fund projects which support the goals of helping people exit homelessness safely and efficiently. The policy areas discussed in this section relate to the criteria that the City will utilize in evaluating proposed projects to ensure alignment with HUD's priorities.

1. Ending Homelessness for All Persons

2. Use a Housing First Approach
3. Reducing Unsheltered Homelessness
4. Improving System Performance
5. Partnering with Housing, Health, and Service Agencies
6. Racial Equity
7. Improving Assistance to LGBTQ+ Individuals
8. Persons with Lived Experience/Expertise
9. Building an Effective Workforce
10. Increasing Affordable Housing Supply

Additional context regarding the selection of these priorities can be found beginning on page 7 of the [NOFO](#).

Problem Statement

The 2024 Long Beach Point-in-Time (PIT) Homeless Count identified 3,376 persons experiencing homelessness on the morning of January 25, 2024. This count identified 2,455 unsheltered persons (living on the streets, in cars, and other locations not meant for human habitation) and 921 sheltered persons (emergency shelters, transitional housing, and other temporary living arrangements). Of the total persons experiencing homelessness, 1,705 were identified as experiencing chronic homelessness

as [defined by HUD](#). While the 2024 data represented a 2.1% decrease from the 2023 point-in-time count, the 2024 totals still represent a 66% increase from 2020. These increases are seen as a result of the continued and ongoing strains as result of the pandemic, increasing cost of living, and a housing affordability crisis. In comparing data from the 2020 to 2024 counts the percentage of people reporting complex health and substance use issues has also greatly increased, meaning that people experiencing unsheltered homelessness are at greater need of holistic services than ever before.

Thus, the CoC NOFO New Projects RFP provides an opportunity for the Local Beach CoC to engage the community, strategize on funding priorities, and compete for additional resources to improve the local homelessness system and work towards making homelessness rare, brief, and one-time. All funding efforts and decisions through this RFP will be made in alignment with national, statewide, and local strategic plans and goals including HUD's current policy priorities, the [Everyone Home Long Beach](#) report, the U.S. Interagency Council on Homelessness's [All In – Federal Strategic Plan to Prevent and End Homelessness](#), and other strategic plans pertaining to ending homelessness.

Scope of Work

SCOPE OF WORK

Project Objective

The City has endeavored to address the needs of homeless individuals and families through a strategic process that engages a broad base of community stakeholders. This process requires the concerted efforts of everyone in the Long Beach community to plan and provide a dynamic, comprehensive, and coordinated system of services and programs that address the specialized needs of people currently and at-risk of experiencing homelessness. This effort demands that each funded partner not only operate in terms of their respective mission but also within the citywide context of ending homelessness. Therefore, each project must consider how it functions in the broader CoC system of care to deliver outcomes that contribute to exiting as many people as possible into permanent housing.

Ranking and Prioritization

All renewal project applications submitted to be considered for inclusion on the FY 2024-2025 Long Beach CoC Priority Listing as part of the Consolidated Application shall be reviewed, ranked, and prioritized using the local ranking and prioritization methodology. All project applications recommended for funding will be listed on the CoC Priority Listing in rank order, except CoC planning and UFA costs projects which are not ranked. Higher ranked projects will be assigned to Tier 1 and lower ranked projects will be assigned to Tier 2 as described in Sections I.B.3.h. 1 and 2 of the [NOFO](#). The purpose of this two-tiered approach is for CoCs to notify HUD which projects are prioritized for funding based on local needs and gaps.

Renewal Application Instructions

Your renewal project information must match the FY 2023 renewal project application unless changes were required by HUD before grant agreement execution, or your organization requested a grant agreement amendment. If your project does not have changes from the FY 2023 submission you can submit your FY 2024 renewal project application with no changes, other than those required annually.

This application will allow agencies to update any pertinent information related the [FY 2024 Long Beach CoC List of Eligible Renewal Projects](#). All agencies that are seeking renewal funding must complete this Renewal Projects Application for **each** project they are renewing. Therefore, for any agency with multiple projects, they must submit a separate application for each one.

Agencies can reference their FY 2023 project applications [here](#).

Does your agency want to make any changes to your project application?

Which sections would you like to make changes for your renewal project?

Participant Eligibility

Program services must be used to primarily benefit individuals or families from the following qualifying populations:

- Homeless, as defined in section 103(a) of the McKinney-Vento Homeless Assistance Act ([42](#)

[U.S.C. 11302\(a\)](#));

- At-risk of homelessness, as defined in section 401(1) of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11360\(1\)](#));
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, as defined by the Secretary;
- In other populations where providing supportive services or assistance under section 212(a) of the Act ([42 U.S.C. 12742\(a\)](#)) would prevent the family's homelessness or would serve those with the greatest risk of housing instability;
- Veterans and families that include a veteran family member that meet one of the preceding criteria.

Additional guidance on participant eligibility can be found beginning of page 32 in the [NOFO](#).

Program Components

HUD defines five program components that are eligible for funding under the CoC program. The following provides general descriptions of these program components. Projects will be ranked in alignment with the [CoC's Funding Priority Policy](#).

Permanent Housing

Permanent housing (PH) is defined as community-based housing without a designated length of stay in which formerly homeless individuals and families live as independently as possible. Under PH, a program participant must be the tenant on a lease (or sublease) for an initial term of at least one year that is renewable and is terminable only for cause. Further, leases (or subleases) must be renewable for a minimum term of one month. The CoC Program funds two types of permanent housing: permanent supportive housing (PSH) for persons with disabilities and rapid rehousing (RRH). Additional details on permanent housing can be found in [24 CFR § 578.37](#).

Permanent Supportive Housing (PSH): PSH is permanent housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability. Grant funds may be used for acquisition, rehabilitation, new construction, leasing, rental assistance, operating costs, and supportive services.

DedicatedPLUS: A DedicatedPLUS project is a PSH project where 100 percent of the beds are dedicated to serve individuals, households with children, and unaccompanied youth (including pregnant and parenting youth) that at intake meet one of the following categories:

- experiencing chronic homelessness as defined in [24 CFR 578.3](#);
- residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
- residing in a place not meant for human habitation, emergency shelter, or Safe Haven and had been admitted and enrolled in a permanent housing project within the last year but were unable to maintain a housing placement and met the definition of chronic homeless as defined by [24 CFR 578.3](#) prior to entering the project;
- residing in transitional housing funded by a Joint TH and PH-RRH component project and who were experiencing chronic homelessness as defined at [24 CFR 578.3](#);

- residing and has resided in a place not meant for human habitation, Safe Haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions and the individual or head of household meet the definition of 'homeless individual with a disability'; or
- receiving assistance through a Department of Veterans Affairs (VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

Rapid Rehousing (RRH): RRH emphasizes housing search and relocation services and short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing. Program participants may only receive up to 24-months of total assistance.

Transitional Housing

Transitional housing (TH) is designed to provide homeless individuals and families with the interim stability and support to successfully move to and maintain permanent housing. Transitional housing may be used to cover the costs of up to 24 months of housing with accompanying supportive services. Program participants must have a lease (or sublease) or occupancy agreement in place when residing in transitional housing.

Joint Transitional Housing and PH-RRH

A Joint Transitional Housing and Permanent Housing – Rapid Rehousing (Joint TH and PH-RRH): Combines two existing program components—transitional housing and PH-RRH—in a single project to serve individuals and families experiencing homelessness. HUD will require the subrecipient to adopt a Housing First approach and program participants may only receive up to 24-months of total assistance. HUD limits the eligible costs for these projects, in addition to other limitations specified in [24 CFR Part 578](#):

- leasing of structure or units, and operating costs to provide transition housing;
- short- or medium-term tenant based rental assistance on behalf of program participants to pay for rapid rehousing portion of the project;
- supportive services;
- HMIS; and
- project administrative costs.

The project must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all participants. A program participant may choose to receive only the transitional housing unit, or the assistance provided through the PH-RRH component, but the project must make both types of assistance available. Additional details on Joint TH and PH-RRH can be found in the [HUD Exchange](#).

Supportive Services Only - Coordinated Entry (SSO-CE)

SSO-CE projects administer the CoC's centralized or coordinated entry process to coordinate assessment and referral of individuals and families seeking housing or services, including the use of a comprehensive and standardized assessment tool. See [CPD-17-01: Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System](#) (Coordinated Entry Notice) for full information and requirements. If your project is submitted as coordinated entry you must adhere to all

requirements in the Rule and the Coordinated Entry Notice.

Eligible Costs

ELIGIBLE COSTS

CoC Program funding can only be used to support eligible costs as defined in the CoC Program interim rule in § 578.37(a). Not all costs are eligible in each program component, and in some cases, certain costs cannot be combined in a single unit or structure. The eligible costs for contributing data to the HMIS designated by the Continuum of Care are also eligible under all components. The eligible costs pertaining to renewals are summarized below.

Leasing Costs

Leasing is an eligible cost category under the PH, TH, SSO, and HMIS program components. Funds may be used to lease individual units or all or part of structures. Rents must be reasonable, and in the case of individual units, the rent paid may not exceed HUD-determined Fair Market Rents. Leasing funds may not be used for units or structures owned by the recipient, subrecipient, their parent organization(s), any other related organization(s), or organizations that are members of a partnership where the partnership owns the structure without a HUD-authorized exception. When leasing funds are used to pay rent on units, the lease must be between the recipient or the subrecipient and the landowner, with a sublease or occupancy agreement with the program participant. The recipient may, but is not required to, charge the program participant an occupancy charge, consistent with the parameters specified in the interim rule.

Additional details regarding eligible costs for leasing can be found in [§ 578.49](#).

Rental Assistance Costs

Rental assistance is an eligible cost category under the PH and TH program components and may be tenant-based (TBRA), sponsor-based (SBRA), or project-based (PBRA), depending upon the component type.

Rental assistance may be short-term for up to 3 months; medium-term for 3 to 24 months; or long-term for more than 24 months. The length of assistance depends upon the component type under which the cost is funded. Recipients must serve as many program participants as identified in their funding application to HUD, but, if the amount reserved for the term of the grant exceeds the amount needed to pay actual costs, the excess funds may be used to cover property damage, rent increases, or the rental needs of a greater number of program participants.

- **Tenant-Based Rental Assistance (TBRA):** Program participants select any appropriately sized unit within the CoC's geographic area, although recipients or subrecipients may restrict the location under certain circumstances to ensure the availability of the appropriate supportive services. Except for victims of domestic violence, program participants may not retain their rental assistance if they relocate to a unit outside the CoC's geographic area.
- **Project-Based Rental Assistance:** Program participants must reside in housing provided through a contract with the owner of an existing structure whereby the owner agrees to lease subsidized units to program participants. Program participants may not retain their rental assistance if they relocate to a unit outside the project.

When rental assistance funds are used to pay rent on units, the lease must be between the program participant and the landowner. Each program participant, on whose behalf rental assistance payments are

made, must pay a contribution toward rent consistent with the requirements of the interim rule.

Additional details regarding eligible costs for rental assistance can be found in [§ 578.51](#).

Supportive Services Costs

Supportive services are eligible costs under the PH, TH, and SSO program components. The CoC Program interim rule specifies all eligible services and clarifies that any cost not listed in the rule is ineligible. As in the past, services must be offered to residents of PSH and TH for the full period of their residence. RRH programs must require program participants to meet with a case manager at least monthly.

Services may be provided to formerly homeless individuals for up to six months after their exit from homelessness, including the six months following exit from a transitional housing project. Recipients and subrecipients are required to perform an annual assessment of the service needs of their program participants and to adjust services accordingly. Eligible costs include the cost of providing services, the salary and benefits of staff providing services, and materials and supplies used in providing services.

Additional details regarding eligible costs for supportive services can be found in [§ 578.53](#).

Operating Costs

Operating costs are eligible under the PH, TH, and HMIS program components. Funds may be used to pay the day-to-day operating costs in a single structure or individual housing units, including maintenance (such as scheduled replacement of major systems), repair, building security (when CoC Program funds pay for more than 50 percent of the facility by unit or area), electricity, gas, water, furniture, equipment, property insurance, and taxes. These costs may not be combined with rental assistance costs within the same unit or structure, and operating costs are not eligible under the SSO program component.

Additional details regarding eligible costs for operating can be found in [§ 578.55](#).

HMIS Costs

Costs related to contributing client data to or maintaining data in the CoC's HMIS or a comparable database for victim services providers or legal services providers are eligible costs under the PH, TH, SSO, and HMIS program components. Eligible HMIS costs include hardware, equipment, and software costs; training and overhead; and staffing costs associated with contributing data to the HMIS designated by the CoC for its geographic area.

Additional details regarding eligible costs for HMIS can be found in [§ 578.57](#).

Project Administration

Recipients and subrecipients may use up to 7 percent of any grant, excluding the amount for CoC planning and Unified Funding Agency (UFA) costs, established through the CoC Program NOFO for project administrative costs. The Long Beach CoC shares these costs between DHHS as the recipient and the subrecipient project sponsors in the following manner: the recipient (lead agency) receives 4% and subrecipients receive 3%. These costs include expenses related to the overall administration of the grant (24 CFR part 578.59), such as management, coordination, monitoring, and evaluation activities and

environmental review.

Additional details regarding eligible costs for HMIS can be found in [§ 578.59](#).

Indirect Costs

The CoC Program Interim Rule allows project applicants to request an amount up to 10% of the 10% de minimis indirect cost rate, which may be used by any non-federal entity that has never received a negotiated indirect cost rate. This rate would be charged against modified total direct costs (MTDC). See [2 CFR 200.414\(f\)](#). MTDC includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, and travel. MTDC does not include equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, and participant support costs.

Additional details regarding indirect costs can be found in [§ 578.63](#) and [2 CFR § 200.56](#). More guidance on indirect costs can be found in a toolkit provided at the [HUD Exchange](#).

VAWA Costs

Section 605(a)(2) of VAWA 2022 amended section 423(a) of the McKinney-Vento Homeless Assistance Act to add the following eligible activity to the CoC program: “Facilitating and coordinating activities to ensure compliance with the emergency transfer plan requirement in [34 U.S.C. 12491(e)] and monitoring compliance with the confidentiality protections in [34 U.S.C. 12491(c)(4)].” HUD has determined that eligible activities paid for under the VAWA costs category are not subject to the CoC program’s spending caps on administrative costs under section 423(a)(10), (11), and (12). This activity may be included in new project applications, added to eligible renewal projects through expansion or added to eligible renewal projects by shifting up to 10 percent of funds from one eligible activity to the VAWA costs line item. More guidance on VAWA costs can be found at the HUD Exchange.

<https://www.hudexchange.info/resource/7059/vawa-requirements-for-cocs-coc-recipients-and-esg-recipients/>

Fair Market Rent (FMR)

Renewal projects requesting reimbursements for leasing costs or rental assistance are permitted to request an actual rent cost per unit amount less than or equal to the current Fair Market Rent (FMR) published by HUD. Project applications for leasing costs or rental assistance cannot request more than 100 percent of the published FMR. However, applicants must ensure that the amount requested will be sufficient to cover all eligible costs as HUD cannot provide funds beyond what is awarded through the competition.

HUD is required to adjust awards for leasing, operating, and rental assistance budget line items based on changes to the FMRs. All adjustments for each fiscal year appropriation will be made prior to award announcement utilizing the methodology described on page 111 of the NOFO.

The [2023 FMRs for the Los Angeles-Long Beach, CA HUD Metro FMR Area](#), are as follows:

2023 Fair Market Rent for Long Beach

Number of Bedrooms:	0 Bedroom	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms
FMR:	\$1,534	\$1,747	\$2,222	\$2,888	\$3,170

Agency Information

AGENCY INFORMATION

Please Select Your Agency:

Key Contacts

Executive Director

Name

Job Title

Email

Phone Number

Fax Number

Administrative Contact

Name

Job Title

Email

Phone Number

Fiscal Contact

Name

Job Title

Email

Phone Number

HMIS Contact

Name

Job Title

Email

Phone Number

Agency Street Address

Federal Tax ID Number

Unique Entity Identifier (UEI)

**System for Award Management (SAM)
Registration Expiration Date**

Unique Entity Identifier (UEI) Number

Agency Type

Describe your agency type:

Is your organization a Victim Service Provider and uses a comparable HMIS database?

Is your agency a faith-based organization?

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

How many full-time equivalent employees does your agency have?

What is the size of your agency's annual budget?

Eligibility Questions

ELIGIBILITY QUESTIONS

Is your agency a non-profit organization, Indian Tribe, or Tribally Designated Housing Entities (TDHE)?

Has your agency been providing at least two years of homeless services experience or limit to the same or similar services to persons who are homeless or at risk of homelessness for the last 24 months?

Does your agency have a Unique Entity Identifier (UEI)?

Is your agency, its officers, and employees currently debarred or suspended from doing business with the Federal Government, State of California, or a local government?

Does your agency have any unresolved current or past contract non-compliance, non-performance, suspension, termination, or other adverse audit finding with one or more funders in the past five (5) years?

Describe why any monitoring or audit findings remain unresolved.

Project Details

PROJECT DETAILS

Renewal Project Name

Provide a description that addresses the entire scope of the proposed project

Which component type is your renewal project?

Is this renewal project application seeking to consolidate two or more renewal projects?

Which renewal project will be surviving the grant?

Which renewal project(s) will be terminating in the grant?

Which specific component type under Permanent Housing?

Check which specific subpopulation(s) this project will serve.

Is this project 100% Dedicated or DedicatedPLUS?

Supportive Services Questions

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

For any supportive services your agency intends to request funding for, you must indicate that your agency will be providing those specific services in this section.

Instructions:

- **Applicant** - Services your agency intends to provide
- **Subrecipient** - Any organization that your agency intends to subcontract for a service
- **Partner** - Any organization that your agency intends to partner with through a formal agreement or MOU to provide a service
- **Non-Partner** - Any organization that will provide a service where no formal agreement exists

Assessment of Service Needs

Assessment of Service Needs

Assistance with Moving Costs

Assistance with Moving Costs

Case Management

Case Management

Child Care

Child Care

Education Services

Education Services

Employment Assistance

Employment Assistance

Food

Food

Housing Search and Counseling Services

Housing Search and Counseling Services

Legal Services

Legal Services

Life Skills Training

Life Skills Training

Mental Health Services

Mental Health Services

Outpatient Health Services

Outpatient Health Services

Outreach Services

Outreach Services

Substance Abuse Treatment Services

Substance Abuse Treatment Services

Transportation

Transportation

Utility Deposits

Utility Deposits

Identify whether the project will include the following activities:

Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs?

Annual follow-ups with program participants to ensure mainstream benefits are received and renewed?

Will program participants have access to SSI/SSDI technical assistance?

Has the staff person providing the technical assistance completed SOAR training in the past 24 months?

Housing First

Will the project quickly move participants into permanent housing?

Will the project enroll program participants who have the following barriers?

Will the project prevent program participant termination from the project for the following reasons?

Supportive Services Only - Coordinated Entry Project Questions

Will the coordinated entry process cover the CoC's entire geographic area?

Will the coordinated entry process be affirmatively marketed and easily accessible by program participants seeking assistance?

Describe the advertisement strategy for the coordinated entry process and how it is designed to reach those with the highest barriers to accessing assistance.

Will the coordinated entry process use a comprehensive, standardized assessment process?

Describe the standardized assessment and referral process that directs individuals and families to appropriate housing and services.

If the coordinated entry process includes differences in access, entry, assessment, or referral for certain subpopulations, are those differences limited only to the following groups?

Will this coordinated entry project refer program participants to projects that specifically coordinates and integrates mainstream health, social services, and employment programs for which they may be eligible?

Housing Type and Location Detail

Instructions

- **Structure Address** - Project applicants are required to enter an address for all proposed and existing properties. If the location is not yet known, please enter the expected location of the housing units.
 - For Domestic Violence projects, enter the address of the administrative office.
 - For Scattered-site and Single family home housing, or for projects that have units at multiple locations, programs should enter the address where the majority of beds will be located or where the majority of beds are located as of the application submission.
 - If the project uses tenant based rental assistance, or if the address for scattered-site or single family homes housing cannot be identified at the time of application, enter the address for the program administration office.
- **Housing type** - select the appropriate housing type from the listed options.
 - Dormitory - Individuals and/or families share sleeping rooms or have private rooms; persons share a common kitchen, common bathrooms, or both.
 - Shared housing - Two or more unrelated people share a house or an apartment. Each unit must contain private space for each assisted family, plus common space for shared use by the residents of the unit. A zero or one bedroom unit may not be used for shared housing.
 - Clustered apartments - Each individual or family has a self-contained housing unit located within a building or complex that houses both persons with special needs—e.g., homeless or formerly homeless persons, persons with substance abuse problems, persons with mental illness, or persons with AIDS/HIV—and persons without any special needs.
 - Scattered-site apartments (including efficiencies) - Each individual or family has a self-contained apartment. Apartments are scattered throughout the community.
 - Single family homes – Each individual or family has a self-contained, single family home/townhouse/duplex that is located throughout the community.
- **# of Units** – Enter the maximum, total number of units available at a point-in-time in the selected housing type and used for housing program participants in the selected structure (or zip code for scattered site apartments). For barracks, dormitory, and single family homes housing types, enter “0.”
- **# of Beds** – Enter the total number of beds available at a point-in-time in the selected housing type and used for housing program participants.
- **# of Chronically Homeless (CH) dedicated beds** – How many of the total beds entered are dedicated to the chronically homeless? Dedicated CH beds are required through the project’s grant agreement to only be used to house persons experiencing chronic homelessness, as defined at [24 CFR 578.3](#), unless there are no persons within the CoC that meet that criteria. If a project has dedicated CH beds to serve families experiencing chronic homelessness, all beds serving the household should be included in this number.

Housing Site Information (Permanent Housing and Transitional Housing)

Site Address	Housing Type	# of Units	# of Beds	# of CH-Dedicated Beds
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Project Composition (Joint TH and RRH)

Transitional Housing	Rapid Rehousing	Total Units
		0

Transitional Housing	Rapid Rehousing	Total Beds
		0

Housing Site Information (Joint TH and RRH)

Structure Name & Address	Program Component	Funding Source	Housing Type	# of Units	# of Beds
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Participant Details

PARTICIPANT DETAILS

Complete this section only if you intend to update your renewal project information. Fields will only prompt if you indicate that you intend to update this section in the Scope of Work page. Otherwise, please proceed to the next page.

The information provided in this section reflects the households and persons proposed to be served on a given night when the project is at full operational capacity (not the number served over the course of a year or grant term). HUD will use this information to help determine the eligibility of participants served.

General Rules:

- The tables must include at least one household and at least one person.
- Use the Total fields as a point of reference to ensure that all persons and households have been entered correctly. The number entered here should generally correspond to the number of units, bedrooms, and beds recorded in the previous section.
- Households served in PH-PSH projects must have at least one household member with a [qualifying disability](#). However, for a household to be served that is a DedicatedPlus unit, head of household must have a qualifying disability and meet all the criteria required as defined in [24 CFR 578.3](#). For projects with PH-PSH projects, the number of Chronically Homeless persons should correspond with the number of CH Dedicated Persons in the Housing Type and Location section.

HOUSEHOLD (HH) TYPES:

Enter the number of households under each of the following household type categories:

- **Households with at least One Adult and One Child:** To fall under this column and household type, there must be at least one person at or above the age of 18, and at least one person under the age of 18.
- **Adult Only Households without Children:** To fall under this column and household type, there must be at least one person at or above the age of 18, and no persons under the age of 18.
- **Households with Only Children (No Adult):** To fall under this column and household type, there may not be any persons at or above the age of 18, and only persons under the age of 18.

CHARACTERISTICS:

For each of the following household type categories, enter the total number of homeless persons that fall under one of the mutually exclusive characteristics listed:

- **Adults over age 24:** A subset of the category of “Adults” to disaggregate “Youth” from over age 24

adults.

- **Persons ages 18-24:** A category implemented to account for transition age youth. Youth previously captured under the category “Adult” should be captured under the category “Persons between the ages of 18 and 24.”
- **Accompanied Children under age 18:** Includes all children and youth who are under the age of 18. “Accompanied” is defined as “in the company of parent or legal guardian regardless of the age of the parent or legal guardian.”
- **Unaccompanied Children under age 18:** Includes all children and youth who are under the age of 18. “Unaccompanied” is defined as “without a parent or legal guardian,” and can include persons under 18 who themselves have dependents, siblings, or other household members.

Households

Housholds with AT LEAST One Adult and One Child	Adult Households WITHOUT Children	Households with ONLY Children	Total
			0

Characteristics

Persons Over Age 24	Persons in Households with AT LEAST One Adult and One Child	Adult Persons in Households WITHOUT Children	Persons in Households with ONLY Children	Total
				0

Persons Age 18-24	Persons in Households with AT LEAST One Adult and One Child	Adult Persons in Households WITHOUT Children	Persons in Households with ONLY Children	Total
				0

Accompanied Children Under Age 18	Persons in Households with AT LEAST One Adult and One Child	Adult Persons in Households WITHOUT Children	Persons in Households with ONLY Children	Total
				0

Unaccompanied Children Under Age 18	Persons in Households with AT LEAST One Adult and One Child	Adult Persons in Households WITHOUT Children	Persons in Households with ONLY Children	Total
				0

TOTAL	Persons in Households with AT LEAST One	Adult Persons in Households WITHOUT	Persons in Households with	Total
				0

Adult and One Child
0

Children
0

ONLY Children
0

Subpopulations

Persons in Households with AT LEAST One Adult and One Child

Persons Over Age 24

CH (Non-Veterans)

CH Veterans

Veterans (Non CH)

Chronic
Substance
Abuse

HIV/AIDS

Severeley
Mentally Ill

DV

Physical
Disability

Developme
ntal
Disability

Persons
Not
Represente
d by Listed
Subpopulat
ions

Persons Ages 18-24

CH (Non-Veterans)

CH Veterans

Veterans (Non CH)

Chronic
Substance
Abuse

HIV/AIDS

Severeley
Mentally Ill

DV

Physical
Disability

Developme
ntal
Disability

Persons
Not
Represente
d by Listed
Subpopulat
ions

Children Under Age 18

CH (Non-Veterans)

Chronic
Substance
Abuse

HIV/AIDS

Severeley
Mentally Ill

DV

Physical
Disability

Developme
ntal
Disability

Persons
Not
Represente
d by Listed
Subpopulat
ions

Describe the persons not represented by Listed Subpopulations:

Persons in Households WITHOUT Children

Persons Over Age 24

CH (Non-Veterans)

CH Veterans

Veterans (Non CH)

Chronic
Substance
Abuse

HIV/AIDS

Severely
Mentally Ill

DV

Physical
Disability

Developme
ntal
Disability

Persons
Not
Represente
d by Listed
Subpopulat
ions

Persons Ages 18-24

CH (Non-Veterans)

CH Veterans

Veterans (Non CH)

Chronic
Substance
Abuse

HIV/AIDS

Severely
Mentally Ill

DV

Physical
Disability

Developme
ntal
Disability

Persons
Not
Represente
d by Listed
Subpopulat
ions

Describe the persons not represented by Listed Subpopulations:

Persons in Households with ONLY Children

Accompanied Children Under Age 18

CH (Non-Veterans)

Chronic
Substance
Abuse

HIV/AIDS

Severely
Mentally Ill

DV

Physical
Disability

Developme
ntal
Disability

Persons
Not
Represente
d by Listed
Subpopulat
ions

Unaccompanied Children Under Age 18

CH (Non-Veterans)

Chronic Substance Abuse	HIV/AIDS	Severely Mentally Ill	DV	Physical Disability	Developmental Disability	Persons Not Represented by Listed Subpopulations
--	-----------------	----------------------------------	-----------	--------------------------------	-------------------------------------	---

Describe the persons not represented by Listed Subpopulations:

General Program Requirements

GENERAL PROGRAM REQUIREMENTS

The following detail other general program requirements for renewal projects funded under the CoC Program.

Budget Proposal: Applicants are required to submit a competitive 12-month budget as part of the application submission. Agencies can propose for up to the maximum funding specified in Section I depending on which component type they are submitting a new project proposal. Applicants must submit proposals using the provided budget template.

Match Requirements: The applicant must be able to match all awarded grant funds, except for leasing funds, with no less than 25 percent of cash or in-kind contributions from other eligible sources. In addition, match must meet the regulatory requirements specified in [24 CFR § 578.73](#) and the applicable administrative requirements and cost principles ([2 CFR Part 200](#)). These requirements include, but are not limited to:

- Match contributions must be reasonable and necessary, allowable, and allocable.
- Match must originate from eligible sources; this includes any other federal sources (excluding Continuum of Care program funds), as well as State, local, and private sources, provided that funds from the source are not statutorily prohibited to be used as a match for HUD funds.
- Contributions must be used for activities and/or costs eligible under subpart D of the CoC Program Rule ([24 CFR 578](#)), or, in the case of HPCs, eligible under [24 CFR § 578.71](#).
- Contributions must conform to any limits or exclusions set forth in the applicable cost principles, Federal laws, terms and conditions of the Federal award, or other governing regulations as to types or amounts of cost items, including restrictions and exclusions set forth in the CoC Program Rule. (e.g., “Program funds may not be used for rental assistance and operating costs in the same project.” [[24 CFR 578.55 \(c\)](#)])

Cash Sources

An applicant may use funds from any source, including any other federal sources (excluding CoC program funds), as well as State, local, and private sources, provided that funds from the source are not statutorily prohibited to be used as a match. Cash match must be used for the costs of activities that are eligible under subpart D of [24 CFR 578](#). The applicant must ensure that any funds used to satisfy the matching requirements of this section are eligible under the laws governing the funds in order to be used as matching funds for a grant awarded under this program.

In-kind Contributions

(1) The applicant may use the value of any services contributed to the project as match, provided that if the applicant had to pay for them with grant funds, the costs would have been eligible under Subpart D, or, in the case of HPCs, eligible under [24 CFR § 578.71](#).

For the Long Beach CoC, goods, buildings, real property, or equipment contributed to the project are deemed ineligible for use as in-kind match due to the inability to effectively quantify value and verify

allocability to project participants.

(2) The requirements of [2 CFR § 200.306](#) and [2 CFR Subpart E](#) (Cost Principles) apply.

(3) If applications include third-party In-kind match, applicants should attach Memorandum of Understanding (MOU) documentation that confirms the in-kind match commitment. If the MOU documentation is not available at application submission, it will be a condition for grant execution if HUD conditionally awards the project. Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the subrecipient's organization. If the 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.

(i) The MOU must establish the unconditional commitment, except for selection to receive a grant, by the third party to provide the services, the specific service to be provided, the profession of the persons providing the service, and the hourly cost of the service to be provided.

(ii) During the term of the grant, subrecipient must keep and make available, for inspection, records documenting the service hours provided.

Documentation

Detailed match documentation must be submitted during the invoicing process.

Project Administrative Costs: Eligible administrative costs of up to 7% of the grant amount are permitted. The Long Beach CoC shares these costs between DHHS as the recipient and the subrecipient project sponsors in the following manner: the recipient (lead agency) receives 4% and subrecipients receive 3%. Administrative costs must also be matched at 25%.

Program Participant Eligibility: Funds must be used for the sole benefit of persons currently or at-risk of experiencing homelessness in Long Beach. Agencies awarded funds are required to ensure that all program participants meet the applicable eligibility requirements for the project as specified in this application. Applicants must not be discriminated from entry into any project on the basis of a protected class including race, national origin or citizenship status, religion, gender identity, sexual orientation, age, disability, veteran status, marital status, medical condition, political affiliation, citizenship or status as a victim of domestic violence.

Certification of Homelessness or At-Risk of Homelessness: Applicants approved for funding must be able to document that the persons served are "homeless" or "at-risk of homelessness" as defined in [24 CFR § 576.2](#), using the Long Beach CoC Homeless Certification forms.

Confidentiality: Funded projects are required to develop and implement written policies and procedures to ensure the security and confidentiality of program participants and their protected identifying information, in adherence to the Health Insurance Portability and Accountability Act (HIPAA). This includes program participant records, releases of information, and the address or location of any housing of a program participant.

Housing First: The agency shall be required to adhere to Housing First principles. HUD defines Housing First as "a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). Transitional housing and supportive service only projects are considered

using a Housing First model for the purposes of this NOFO if they operate with low barriers, work to quickly move people into permanent housing, do not require participation in supportive services, and, for transitional housing projects, do not require preconditions for moving into the transitional housing (e.g., sobriety or minimum income threshold)."

Harm Reduction: The agency must adopt harm reduction policies, procedures, and practices aimed at reducing the negative consequences of behaviors that are detrimental to participants' health and well-being such as risky or harmful behaviors. The program must incorporate a harm reduction model that aims to utilize all interventions possible, short of termination from the program, to enable the participant to reduce or minimize their risky behaviors, while at the same time assisting them to stabilized housing pathways. However, harm reduction is not intended to prevent the termination of a participant whose actions or behavior constitute a threat to the safety of other participants and staff.

Trauma-Informed Care: The agency must incorporate trauma-informed care into their service model, which requires that every part of the program's design and operation be approached with an understanding of trauma and the impact it has on those receiving services. The agency must treat every program participant and household according to their unique traits, needs, strengths, risk factors, and engagement style, and will ensure staff and volunteers are trained to respond to clients in a way that accounts for each participant's history, needs, and characteristics.

Cultural Humility and Affirming Service: Funded programs must consider cultural and linguistic factors in addressing the needs of populations to be served. Subpopulation identities may include but are not limited to: race, ethnicity, gender identity, sexual orientation, economic class, age, family status, language spoken and understood, disabilities, living situation, etc. Proposers must demonstrate the capacity and experience to work with diverse populations (i.e. youth, LGBTQ+, individuals living with disability, veterans, victims of domestic violence, etc.). Communication and services must be responsive to the participant's cultural context and socioeconomic identities.

Universal Assessment: The agency shall utilize the universal assessment tools adopted by the Long Beach CoC to assess program participants' housing and service needs. Currently, the Long Beach CoC is utilizing the Crisis Assessment, respective Housing Assessment(s), and the Housing Acuity Index.

Coordinated Entry System: The agency shall work in collaboration with the broader Continuum of Care (CoC) system in Long Beach, including participating in the Long Beach Coordinated Entry System (CES). The agency must coordinate with the local CES to ensure that any point of entry in the CoC provides participants access to housing. The agency will participate in the Long Beach CES's intake process, which includes direct service for and referrals to appropriate homeless programs, mainstream resources, and housing. Funded projects must fill project vacancies from the CES hubs/prioritization list. The agency will participate in CoC meetings, any relevant subcommittees, training opportunities, and technical assistance that support quality service delivery within the system of care.

Priority to Serve Within the CoC Jurisdiction: The Long Beach Continuum of Care jurisdiction encompasses the 52 square-mile jurisdiction of Long Beach. All CoC funded projects must accept direct referrals from the Coordinated Entry System and refer regionally originating referrals to the appropriate LA County CES. CES sites are located within all eight (8) Los Angeles County Service Planning Areas (SPA).

Coordination With Other Resources: Projects supported by the CoC Program funds must coordinate and integrate, to the maximum extent practicable, funded activities with other programs focused to people experiencing homelessness in Long Beach, mainstream benefits, housing, health, social services, employment, education, and other programs for which individuals and families experiencing homelessness

may be eligible. Specifically, recipients must work in coordination with and prioritize referrals through the Long Beach CES.

Homeless Management Information System (HMIS) Participation: All funded projects are required to participate in the Long Beach HMIS unless the subrecipient is a Victim Services Provider (VSP), which allows them to use a comparable database. Program participant data entry is required daily for service coordination purposes. User licenses and training will be provided by City staff. Additional guidance on comparable databases is available on the [HUD Exchange](#). Policies and procedures detailing Long Beach's HMIS can be found on the [Homeless Services website](#).

Standards of Care: The agency shall adhere to any policies, procedures, documentation requirements, and standards of care approved by the CoC Board. This includes, but is not limited to the Grievance and Termination Policies outlined in the CoC's [Written Standards](#). All applicable requirements can be found on the Homeless Service Bureau's [Document Library](#). The CoC reserves the right to add, edit, or eliminate any policies, procedures, or requirements in alignment with the CoC's goals.

Reallocation: HUD allows for CoCs to shift funds in whole or part from any existing CoC grant to create one or more new projects. Depending on the performance of the project and local community needs, the City may leverage reallocation as a tool to optimize system performance. The process by which reallocation shall be implemented is detailed in the Long Beach CoC's [Reallocation Policies and Procedures](#).

Reporting: The agency will be required to submit expenditure and performance reports on outputs and outcomes, including information on the number and demographics of participants served to date and/or reports required by the funder. All funded projects are required to collect Common Data Elements and Universal Data Elements for participants using the HMIS. Additional guidance on reporting will be distributed to funded agencies under the CoC Program.

I acknowledge that I have read, understand, and agree to the above requirements in this section

Monitoring and Performance

MONITORING AND PERFORMANCE

Funded agencies will be required to maintain and submit to the City adequate information necessary to monitor program performance and progress in accordance with the funding priorities and Long Beach CoC's systemwide goals. These conditions include programmatic reports, invoices with supporting documentation of eligible expenditures, and insurance/contract requirements as stated in the renewal contract.

Performance Measures

Projects funded through the CoC Program will be expected to achieve system performance measures prescribed by HUD. These performance measures are meant to provide projects with an understanding of how the City will be assessing success. HUD focuses on programs as a coordinated system of care as opposed to individual projects operating independently in the CoC. To facilitate this vision, CoCs are required to measure the performance as a coordinated system, in addition to analyzing performance by specific component type and project. Performance measures may be updated during the contractual process and additional guidance will be distributed to each funded agency.

In addition to maintain documentation pertaining to performance objectives, projects are expected to maintain accurate and timely data in alignment with the Long Beach [HMIS data standards](#). The following are the performance objectives that the City will be monitoring during each reporting period include the following:

	PH- Permanent Housing	PH- Rapid Re- Housing	Transitional Housing	Coordinated Entry	Emergency Shelter	Homelessness Prevention	Intensive Case Management Services	Safe Haven	Services Only- Drop In	Street Outreach
Bed maintenance rate	X	X	X		X			X		
Number of people served	X	X	X	X	X	X	X	X	X	X
Residential occupancy rate	X	X	X	X	X	X	X	X		
Rate of conducting annual assessments	X				X					
Rate of conducting quarterly assessments		X	X					X		
Percent of persons who obtain housing within 1 year of program enrollment							X			
Rate of program referrals				X						X
Rate of service provision							X		X	X
Rate of failed matches				X						
Percentage of people exiting to Shelter Queue to sheltered situations				X						
Percentage of people exiting to Housing Queue to permanent situations				X						
Number of people maintaining permanent housing for 2 years						X	X			
Number of people maintaining permanent housing for 1 year						X	X			
Number of people exiting to sheltered situations									X	X
Number of people remaining in permanent housing	X									
Number of adults increasing income from any source during enrollment	X		X		X	X	X	X		
Number of Adults exiting with no financial resources	X	X	X		X	X	X	X		
Number of people exiting to permanent housing destinations	X	X	X		X		X	X	X	X
Number of people exiting to unknown destinations	X	X	X		X	X	X	X	X	X

I acknowledge that I have read, understand, and agree to the above requirements in this section

Budget Information

BUDGET INFORMATION

This section is required if your agency is renewing a PH or Joint TH-RRH project and additional fields will prompt.

Please refer to your 2023 project budget in the executed renewal contracts for reference.

If your renewal does not require updated budget information, proceed to the next page.

Select the costs for which funding is requested and your agency would like to update:

Select the costs for which funding is requested and your agency would like to update:

Does this project propose to allocate funds according to an indirect cost rate?

Indirect Costs

Indirect Costs

Agency	Indirect Cost Rate	Direct Cost Base	Date approved or enter "NA" if using 10% de minimis rate
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Has this rate been approved by your cognizant agency?

Do you plan to use the 10% de minimis rate?

Indirect Cost Rate Approval

Leased Units Budget Detail

Leased Units Annual Budget

Size of Units	Number of Units	FMR	HUD Paid Rent	Months	Total Request
SRO		\$1,150.50	\$0.00	x 12 months	\$0.00

0 Bedroom		\$1,534.00	\$0.00	x 12 months	\$0.00
-----------	--	------------	--------	-------------	--------

1 Bedroom		\$1,747.00	\$0.00	x 12 months	\$0.00
-----------	--	------------	--------	-------------	--------

Size of Units 2 Bedroom	Number of Units	FMR \$2,222.00	HUD Paid Rent \$0.00	Months x 12 months	Total Request \$0.00
Size of Units 3 Bedroom	Number of Units	FMR \$2,888.00	HUD Paid Rent \$0.00	Months x 12 months	Total Request \$0.00
Size of Units 4 Bedroom	Number of Units	FMR \$3,170.00	HUD Paid Rent \$0.00	Months x 12 months	Total Request \$0.00
Size of Units 5 Bedroom	Number of Units	FMR \$3,645.50	HUD Paid Rent \$0.00	Months x 12 months	Total Request \$0.00
Size of Units 6 Bedroom	Number of Units	FMR \$4,121.00	HUD Paid Rent \$0.00	Months x 12 months	Total Request \$0.00
Size of Units 7 Bedroom	Number of Units	FMR \$4,596.50	HUD Paid Rent \$0.00	Months x 12 months	Total Request \$0.00
Size of Units 8 Bedroom	Number of Units	FMR \$5,072.00	HUD Paid Rent \$0.00	Months x 12 months	Total Request \$0.00
Size of Units 9 Bedroom	Number of Units	FMR \$5,547.50	HUD Paid Rent \$0.00	Months x 12 months	Total Request \$0.00
Total Number of Units 0			Total Assistance Requested \$0.00		

Leased Structures Budget Detail

Structure 1

Structure Name

Address

HUD Paid Rent (per Month)

Total Annual Assistance Requested

\$0.00

Will your agency's project lease another structure?

No

Structure 2

Structure Name

Address

HUD Paid Rent (per Month)

Total Annual Assistance Requested

\$0.00

Will your agency's project lease another structure?

No

Structure 3

Structure Name

Address

HUD Paid Rent (per Month)

Total Annual Assistance Requested

\$0.00

Rental Assistance Budget Detail

Type of Rental Assistance

Rental Assistance Annual Budget

Size of Units	Number of Units	FMR	HUD Paid Rent	Months	Total Request
SRO		\$1,150.50	\$0.00	x 12 months	\$0.00

0 Bedroom		\$1,534.00	\$0.00	x 12 months	\$0.00
-----------	--	------------	--------	-------------	--------

1 Bedroom		\$1,747.00	\$0.00	x 12 months	\$0.00
-----------	--	------------	--------	-------------	--------

Size of Units	Number of Units	FMR	HUD Paid Rent	Months	Total Request
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2 Bedroom	Units	\$2,222.00	\$0.00	x 12 months	\$0.00
Size of Units	Number of Units	FMR	HUD Paid Rent	Months	Total Request
3 Bedroom		\$2,888.00	\$0.00	x 12 months	\$0.00
Size of Units	Number of Units	FMR	HUD Paid Rent	Months	Total Request
4 Bedroom		\$3,170.00	\$0.00	x 12 months	\$0.00
Size of Units	Number of Units	FMR	HUD Paid Rent	Months	Total Request
5 Bedroom		\$3,645.50	\$0.00	x 12 months	\$0.00
Size of Units	Number of Units	FMR	HUD Paid Rent	Months	Total Request
6 Bedroom		\$4,121.00	\$0.00	x 12 months	\$0.00
Size of Units	Number of Units	FMR	HUD Paid Rent	Months	Total Request
7 Bedroom		\$4,596.50	\$0.00	x 12 months	\$0.00
Size of Units	Number of Units	FMR	HUD Paid Rent	Months	Total Request
8 Bedroom		\$5,072.00	\$0.00	x 12 months	\$0.00
Size of Units	Number of Units	FMR	HUD Paid Rent	Months	Total Request
9 Bedroom		\$5,547.50	\$0.00	x 12 months	\$0.00
Total Number of Units			Total Assistance Requested		
0			\$0.00		

Supportive Services Budget Detail

Eligible Cost	Quantity AND Description	Annual Assistance Requested	Match
Assessment of Service Needs			
Eligible Cost	Quantity AND Description	Annual Assistance Requested	Match
Assistance with Moving Costs			
Eligible Cost	Quantity AND Description	Annual Assistance Requested	Match
Case Management			
Eligible Cost	Quantity AND Description	Annual Assistance	Match
Child Care			

		Requested	
Eligible Cost Education Services	Quantity AND Description	Annual Assistance Requested	Match
Eligible Cost Employment Assistance	Quantity AND Description	Annual Assistance Requested	Match
Eligible Cost Food	Quantity AND Description	Annual Assistance Requested	Match
Eligible Cost Housing/Counseling Services	Quantity AND Description	Annual Assistance Requested	Match
Eligible Cost Legal Services	Quantity AND Description	Annual Assistance Requested	Match
Eligible Cost Life Skills	Quantity AND Description	Annual Assistance Requested	Match
Eligible Cost Mental Health Services	Quantity AND Description	Annual Assistance Requested	Match
Eligible Cost Outpatient Health Services	Quantity AND Description	Annual Assistance Requested	Match
Eligible Cost Outreach Services	Quantity AND Description	Annual Assistance Requested	Match
Eligible Cost Substance Abuse Treatment Services	Quantity AND Description	Annual Assistance Requested	Match

Eligible Cost Transportation	Quantity AND Description	Annual Assistance Requested	Match
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Eligible Cost Utility Deposits	Quantity AND Description	Annual Assistance Requested	Match
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Eligible Cost Operating Costs	Quantity AND Description	Annual Assistance Requested	Match
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TOTAL Annual Assistance Requested
\$0.00

Operating Budget Detail

Eligible Cost Maintenance/Repair	Quantity AND Description	Annual Assistance Requested	Match
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Eligible Cost Property Taxes and Insurance	Quantity AND Description	Annual Assistance Requested	Match
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Eligible Cost Replacement Reserve	Quantity AND Description	Annual Assistance Requested	Match
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Building Security Building Security	Quantity AND Description	Annual Assistance Requested	Match
---	---------------------------------	------------------------------------	--------------

Eligible Cost Electricity, Gas, and Water	Quantity AND Description	Annual Assistance Requested	Match
---	---------------------------------	------------------------------------	--------------

Eligible Cost Furniture	Quantity AND Description	Annual Assistance Requested	Match
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Eligible Cost Equipment (lease, buy)	Quantity AND Description	Annual Assistance Requested	Match
--	---------------------------------	------------------------------------	--------------

TOTAL Annual Assistance Requested
\$0.00

HMIS Budget Detail

Eligible Cost Equipment	Quantity AND Description	Annual Assistance Requested	Match
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Eligible Cost Software	Quantity AND Description	Annual Assistance Requested	Match
----------------------------------	---------------------------------	------------------------------------	--------------

Eligible Cost Services	Quantity AND Description	Annual Assistance Requested	Match
----------------------------------	---------------------------------	------------------------------------	--------------

Building Security Personnel	Quantity AND Description	Annual Assistance Requested	Match
---------------------------------------	---------------------------------	------------------------------------	--------------

Eligible Cost Space & Operations	Quantity AND Description	Annual Assistance Requested	Match
--	---------------------------------	------------------------------------	--------------

TOTAL Annual Assistance Requested
\$0.00

VAWA Budget Detail

Eligible Cost Moving Assistance	Quantity AND Description	Annual Assistance Requested	Match
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Eligible Cost Travel Costs	Quantity AND Description	Annual Assistance Requested	Match
--------------------------------------	---------------------------------	------------------------------------	--------------

Eligible Cost Security Deposit	Quantity AND Description	Annual Assistance Requested	Match
--	---------------------------------	------------------------------------	--------------

Eligible Cost Housing Fees	Quantity AND Description	Annual Assistance Requested	Match
--------------------------------------	---------------------------------	------------------------------------	--------------

Eligible Cost Case Management	Quantity AND Description	Annual Assistance Requested	Match
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Eligible Cost Housing Navigation	Quantity AND Description	Annual Assistance Requested	Match
--	---------------------------------	------------------------------------	--------------

Eligible Cost Technology	Quantity AND Description	Annual Assistance Requested	Match
------------------------------------	---------------------------------	------------------------------------	--------------

Total Assistance Requested **Shifted from:**
\$0.00

Sources of Match

Total Amount of Cash Commitments	Total Amount of In-Kind Commitments
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Total Amount of All Commitments
\$0.00

Will this project generate program income to use as a Match for this project?

Briefly describe the source of the program income:

Estimate the amount of program income that will be used as Match for this project:

Sources of Match Detail

Type of Match Commitment	Source	Name of Source	Amount of Written Commitment
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Total Match

Instructions on Match Letters and/or Memoranda of Understanding (MOU)

An applicant must currently have firm commitments for its cash and in-kind match resources, and must submit documentation as evidence of those resources. These firm commitments must be documented on letterhead stationery of the **source** organization (entity providing the match resource), signed and dated by an authorized representative of the source organization, and addressed to the CoC lead agency. For each match resource listed in the table above, please attach a corresponding cash and in-kind match letter or

Memorandum of Understanding (MOU).

[See templates for Match Letters.](#)

Cash Match

When the source is cash, written documentation should be on the source organization's letterhead, signed and dated by an authorized representative, and addressed to the CoC lead agency. At a minimum, the letter should include the following:

1. Date of Commitment - The date of the written contribution. It must be dated after the release of this application;
2. Name of the source organization;
3. Name of the applicant / agency applying for the CoC project;
4. The name of the CoC project to which the cash match will be contributed;
5. The 2021 CoC grant number (e.g., CA06XXU9D061XXX);
6. The actual grant name and fiscal year (e.g., FY2022 Continuum of Care) to which the cash match will be contributed;
7. CoC Jurisdiction name (i.e. "Long Beach CoC);
8. Allowable CoC activities to be funded by the cash match;
9. Amount of cash to be provided to the recipient for the project;
10. Specific start and dates of the period during which the cash will be available; and
11. Name and job title of the authorized representative / signatory.

In-Kind Services

In-kind service match contribution must be documented by a memorandum of understanding (MOU) between the subrecipient and the third party (source organization) that will provide the services. The MOU must establish the unconditional commitment, except for selection to receive a grant, by the third party to provide the services, the specific service to be provided, the profession of the persons providing the service, and the hourly cost of the service to be provided. For more information on the minimum requirements for the MOU, please see the [HUD Exchange](#).

An applicant may use a letter from the partner agency (source organization) to document the commitment to provide the in-kind service in advance of executing a formal MOU (e.g., if an applicant opts to wait to execute an MOU upon receipt of notification of award from HUD.) The letter must be provided on the source organization's letterhead, signed and dated by an authorized representative, and addressed to the CoC lead agency. At a minimum, the letter should include the following:

1. Date of Commitment - The date of the written contribution. It must be dated after the release of this application;
2. Name of the source organization;
3. Name of the applicant / agency applying for the CoC project;
4. The name of the CoC project to which the match will be contributed;

5. The 2021 CoC grant number (e.g., CA06XXU9D061XXX);
6. The actual grant name and fiscal year (e.g., FY2022 Continuum of Care) to which the match will be contributed;
7. CoC Jurisdiction name (i.e. "Long Beach CoC);
8. Description of allowable CoC services/activities to be provided;
9. Value Determination / Calculation (Value of donated services to be provided to the applicant for the project):
10. Include the following sentence in the chart: "The commitment is calculated based upon _____ hours of service for _____ [TYPE OF SERVICE] at the rate of \$_____/hour."
11. Qualification of persons providing the service;
12. Total persons to be served;
13. Start and end dates of the time period during which the services will be available; and
14. Name and job title of the authorized representative / signatory.

* Attach match source documentation, such as award letters and/or other evidence of revenue that will be applied as cash match for the operational period of the grant year.

Upload Match Letters and/or MOUs

Summary Budget

The information below summarizes the funding requested in each of the previous budget detail sections. You will see all of the possible activities for which you can request new project funding, but amounts will show only for those activities for which you completed individual budgets.

Please note that the total budget for your renewal project cannot exceed the amount that is eligible for renewal in the [FY 2024 Long Beach CoC List of Eligible Renewal Projects](#).

Total Assistance Requested for Leased Units

Total Assistance Requested for Leased Structures

Total Assistance Requested for Rental Assistance

Total Assistance Requested for Supportive Services

Total Assistance Requested for Operating

Total Assistance Requested for HMIS

SUBTOTAL

\$0.00

Admin (Up to 10%)

Total Assistance Plus Admin Requested

\$0.00

Total Cash Match

Total In-Kind Match

TOTAL MATCH

\$0.00

TOTAL BUDGET

\$0.00

Required Uploads

REQUIRED UPLOADS

Agencies are required to sign the following forms by an authorized representative and upload supplementary documentation as instructed. Files are available as fillable PDFs in the links if you download and open in Adobe.

Verification of Non-Profit Status, Articles of Incorporation, and IRS Form 990

Certification of Federal Regulations

Does your agency participate in federal lobbying activities (lobbying in federal administration or Congress) in connection with the CoC Program?

Disclosure of Lobbying Activities (Form SF-LLL)

Educational Assurances Certification

SF-424 Application for Federal Assistance

HUD 424-B Assurances & Certifications

HUD Form-2880 Applicant/Recipient Disclosure/Update Report form

Certification for a Drug Free Workplace

Highly Compensated Officers Certification

System for Award Management (SAM) Registration

Certification Regarding Lobbying

Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification

Equal Benefits Ordinance (EBO) Compliance Form

Housing First Certification

Fair Housing and Equal Opportunity Certification

Certification of VAWA Protections, Procedures, and Policy

Agency Code of Conduct and Conflict of Interest

Does your Code of Conduct prohibit the solicitation and acceptance of gifts or gratuities by officers, employees, and agents for their personal benefit in excess of minimal value?

What is the minimal value?

Does your Code of Conduct outline administrative and disciplinary actions available to remedy violations of such standards?

Describe the methods used to ensure that all officers, employees, and agents of the organization are aware of the Code of Conduct.

Is your Code of Conduct written on company letterhead that provides a mailing address, authorized official name, and telephone number?

Is your Agency's Conflict of Interest Policy part of the Code of Conduct?

Code of Conduct Policy

Conflict of Interest Policy

Conflict of Interest Certification

Agency Certification

AGENCY CERTIFICATION

By signing and submitting this application, I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties and may disqualify my agency from future consideration.

I certify that our organization has an active System for Award Management (SAM) registration as required by 2 CFR 200.300(b) at the time of project application submission to HUD and will ensure this SAM registration will be renewed annually to meet this requirement.

Name

Job Title

Agency Name

Date