INSTRUCTIONS

for 2023 CoC <u>New</u> Projects

The Oakland/Berkeley/Alameda County Continuum of Care (CoC) is inviting proposals for new CoC funded projects to submit a Local Application. The United States Department of Housing and Urban Development (HUD) requires that all Project applications included in the CoC Consolidated Application be rated and ranked by the local Continuum of Care. This includes any projects applying for renewed funding and any new applicants.

These instructions are applicable only for new projects. Renewal projects are asked to complete a Renewal Project Local Application, which is available for download on the [EveryOne Home NOFO Webpage](#).

1.   Eligible Applicants for New Projects

New Project applicants must meet CoC program eligibility requirements and have the financial and management capacity and experience to carry out the project, including experience with similar programs and successful administration of CoC program funds or other federal funds. In addition, they must meet all criteria for the specific component type (Permanent Supportive Housing, Rapid Rehousing, etc.) and housing and services proposed that meet the needs of program participants. To apply for a new project, applicants must be a non-profit organization, entity of local government, housing authority, tribe or tribal entity. This includes:

1. **An organization with a current CoC funded project** that is listed as the current grant recipient on the CoC's 2023 Grant Inventory Worksheet approved by HUD and seeking to propose a <u>new</u> eligible project type or expand current operations by adding units, beds, persons served, and services provided to existing program participants, or in the case of HMIS, increase the current HMIS activities within the CoC's program area; or

2. **An organization not currently receiving CoC funding** that is seeking to propose a new Permanent Housing project (permanent supportive housing, rapid rehousing) or joint Transitional Housing/Rapid rehousing) under available reallocation and CoC bonus funds or provide a new Domestic Violence (DV) Bonus project under eligible DV Bonus project types up to the CoC DV Bonus amount. Non CoC funded applicants must demonstrate capacity and appropriate qualifications, including prior experience managing projects and performing activities like those proposed in the application, prior performance on relevant grants, and experience in utilizing government funds. For DV Bonus funded projects, applicants must demonstrate experience in serving survivors of domestic violence, dating violence, sexual assault, stalking, and trafficking, and ability to house survivors and meet safety outcomes.

2.   Eligible New Projects

Eligible new project types under CoC Bonus and reallocation funds include: 1) Permanent Housing- Permanent Supportive Housing (PH-PSH projects); 2) Permanent Housing- Rapid Rehousing Projects (PH-

RRH); 3) Joint TH and PH-RRH component; 4) an expansion of the existing HMIS project carried by the HMIS Lead; or (5) SSO-Coordinated Entry projects. For DV Bonus projects, eligible project types include proposed Rapid Rehousing (RRH) and new Joint Transitional Housing and Permanent Housing and Rapid Rehousing component types (TH and PH-RRH) to better serve individuals and families fleeing or attempting to flee DV, dating violence, sexual assault, stalking and trafficking. Existing renewing projects may also use DV Bonus funds to expand existing operations and services if the expansion is solely dedicated to survivors of domestic violence, dating violence or stalking. DV-SSO-Coordinated Entry projects are also eligible project types for the DV bonus.

CoC funded renewing projects may apply for a **transition** grant to reallocate an existing project into a new eligible project type (such as from TH to PH-RRH) over a one-year period. The Project will have a year to fully transition from the original to the new component and must have consent from the Continuum of Care (CoC). Transition grants are eligible for renewal in subsequent fiscal years for eligible activities of the new program component.

Applicants unfamiliar with CoC funding should consult the HUD NOFO and HUD resources explaining the allowable project types, costs, and participants: [HUD's CoC Resource Page](#).

3.   Available Funding

HUD has not yet released final available funding amounts for the 2023 CoC Competition. *The amounts listed below are estimates and may change*. Homebase and the NOFO Consultant will update these amounts as soon as final figures are available from HUD.

The funding available for new projects in this year's annual CoC process includes*:
- CoC Bonus Funding: $3,105,835
- Domestic Violence Bonus: $1,603,644

If any projects elect voluntary reallocation, there may also be reallocation funding available. There will be no involuntary reallocation of existing grants this year.

4.   Rating and Ranking Policy and Scoring

The 2023 Rating and Ranking Policy and Scoring Criteria for New Projects have been approved by the CoC NOFO Committee and may be found on the [EveryOne Home NOFO Webpage](#). This document explains the process the NOFO Committee will follow for ranking projects and determining Tier 1 and Tier 2. It also outlines the process for appeals.

New Project Local Applications will be scored on a 100-point scale in four categories:
1. How the Project Addresses Local and HUD Priorities = Up to 30 points
2. Outcome Performance = Up to 36 points
3. Grant Management and Cost Effectiveness = Up to 16 points
4. Organizational Capacity = Up to 18 points

Details on how these factors will be scored may be found in the Scoring Criteria for New Projects. Some factors will be automatically scored based on data and other information provided by the Applicant. Most of the application consists of narrative responses that will be scored by the NOFO Committee. All new projects must also meet threshold criteria.

5. New Application Form and Attachments

This year's application form is an Excel Workbook containing questions that align to the Scoring Criteria for New Projects:

The Application includes 8 tabs:
- Tab A: Project Information. Applicants will enter summary information here regarding their new proposed project.
- Tab B: Threshold Criteria. Applicants will respond to questions relating to the new project threshold criteria.
- Tab C: Rating Factor 1 – Narratives on Local and HUD Priorities. Applicants will provide narrative responses to questions to be scored by the NOFO Committee.
- Tab D: Rating Factor 2 Performance Outcomes. Applicant's narratives documenting their track record of performance in comparable projects, and attach performance reports from comparable projects.
- Tab E: Rating Factor 3 – Grants Management. Applicants will provide data and narrative regarding grants management practices.
- Tab F: Rating Factors 4 – Organizational Capacity. Applicants will provide data and narrative relating to their organizational capacity.
- Tab G: List of Attachments. This tab lists attachments required to be included with the submitted application form.
- Tab H: Reference Tables. This tab provides additional information on some of the scored factors in the application.

Detailed instructions for completing the application are provided in the Application Form.

New applicants must also complete the HUD Project Application in e-snaps. For organizations unfamiliar with e-snaps, the NOFO Consultant will offer a TA session on August 18, 2023. Applicants are also encouraged to review the e-snaps orientation materials available on the HUD website: https://www.hudexchange.info/programs/e-snaps/

6. Submission Process and Timeline

The table below outlines all the process steps and timeline for new project submission.

Date	Activity
July 26	Bidder's Conference - application forms available, FAQ Period opens.
August 14	FAQ Period closes.
August 16	**Local Competition Deadline – all applicants must submit the Local Application and required attachments to alameda@homebaseccc.org by 5:00 p.m.**
August 18	E-snaps TA session (optional).
August 23	Deadline for Project Applications to be Submitted in E-snaps.
Sept. 6	NOFO Committee rating and ranking meeting held.

Date	Activity
Sept. 6/7	Applicants receive results of rating and ranking.
Sept. 8	Appeals deadline – 5:00 p.m.
Sept. 11 - 13	Appeals Process (if needed).
Sept. 21	CoC Leadership Board approves final Project Priority List and Consolidated Application.
Sept. 38	HUD Deadline.

All project types must submit their Local Application via email to Homebase at alameda@homebaseccc.org, by **August 16th at 5:00 p.m.** The file name for the attachment document should reflect the Applicant and Project names.

Save your completed application as an Excel Workbook and its attachments as a PDF with agency, project, and content in the file name and attach to an email to alameda@homebaseccc.org. Multiple PDFs for agencies with large files for backup are acceptable.

For questions, please contact EveryOne Home at alameda@homebaseccc.org. During the Frequently Asked Questions (FAQ) period, questions will be responded to individually and posted to the EveryOne Home website.