



INSTRUCTIONS for 2023 CoC Renewal Projects

The Oakland/Berkeley/Alameda County Continuum of Care (CoC) is inviting current recipients of CoC funding to submit a Local Application to renew their grants for 2024. 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 renewal projects. Newly proposed projects are asked to complete a New Project Local Application, which is available for download on the [EveryOne Home NOFO Webpage](#)

1. Eligible Renewal Projects

Applicants for Renewal Projects must be listed as the current grant recipient on the CoC's 2023 Grant Inventory Worksheet (GIW) approved by HUD. Eligible projects for renewal must have an existing grant agreement expiring in the 2024 calendar year or expect to be under contract no later than December 31, 2024 for funds awarded in a previous application round. If you have a question about whether you are listed in the Grant Inventory Worksheet (GIW), please contact Riley Wilkerson at Riley.Wilkerson@acgov.org from Alameda County Department of Housing and Community Development, which functions as the CoC Collaborative Applicant.

Consolidation. Eligible renewal projects will have the ability to consolidate two or more projects into one project application. To be eligible for consolidation, projects must have the same recipient and be for the same component. In keeping with HUD requirements, each grant must be submitted as a separate local application and ranked separately. Projects with outstanding audits or findings, obligation to HUD in arrears, history of poor financial management/drawdowns, or low-occupancy and/or capacity will not be allowed to consolidate. Given the complexity of applying for consolidation, all applicants should carefully review criteria in the 2023 CoC NOFO (page 50-52). Eligible renewals will receive 1 bonus point for applying to consolidate their existing grants.

Projects that consolidated during the FY 2022 process must submit a local application for the consolidated project. The consolidated project will be evaluated using data for all the constituent projects that make up the consolidation. Projects that underwent an **expansion** in FY 2022 were awarded a single grant consolidating the "parent" and the "expansion" into one project. These projects most likely do not have any data for the expansion component and will be evaluated using data only for the parent.

Transition Grants. Transition grants are grants seeking to change project component (e.g., from RRH to PSH). Applicants seeking a Transition Grant must apply as a new project and must obtain permission from the CoC for the transition. Transition grants cannot use the consolidation process in the FY 2023 NOFO Competition. Please consult the 2023 NOFO (page 19-20) for additional details.

Voluntary Budget Reductions: Projects that have consistently underspent funds may consider reducing their renewal amounts. Tab A of the renewal application has a space to indicate if the amount requested

is less than the amount indicated on the GIW and by how much. Projects cannot request more than what is listed on the GIW. Renewal projects will receive 1 bonus point in the local competition if they voluntarily reallocate unspent funds.

Unscored Projects: The following types of projects will not be scored and only need to complete Tab A of the Local Project Application:

- Renewing “new” projects that do not have access to one year of operating data since July 1, 2022.
- Renewing HMIS projects.
- Renewing Coordinated Entry and DV-Coordinated Entry projects.

These projects will be placed at the bottom of Tier 1.

Projects who find mainstream funders to cover project costs with resources that are a better fit, or that determine they are unlikely to receive a competitive score in the Local Competition may elect not to submit an eligible project for renewal. Projects eligible to be renewed but not planning on renewing CoC funding in the 2023 NOFA competition should **notify Homebase via email at alameda@homebaseccc.org by August 16, 2023** to certify the projects’ withdrawal in writing.

The funds for projects not electing to renew will be added to the pool of available funds for reallocation to new projects. **The decision not to renew is permanent.** Once eliminated from the package, the same project cannot reapply in subsequent years. Only **new** projects created by reallocated funds or bonus funds can get added to our package in future application rounds.

2. Rating and Ranking Policy and Scoring

The 2023 Review and Ranking Process and Scoring Criteria for Renewal Project 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.

Renewal Project Local Applications will be scored on a 100-point scale in six categories:

1. Performance Outcomes = Up to 54 points
2. Narrative for Coordinated Entry/Serving Highest Need Populations= Up to 6 points
3. Narrative on Advancing Racial Equity and Meaningful Involvement of People with Lived Experience = Up to 16 points
4. Grant Management and Cost Effectiveness = Up to 12 points
5. Organizational Capacity = Up to 10 points
6. Incentive Points = Up to 2 points

Details on how these factors will be scored may be found in the Scoring Criteria for Renewal Projects. Some factors will be scored automatically based on data drawn from Annual Progress Reports (APRs). Applicants will receive these performance scores and have the opportunity to review, ask questions, and provide supplemental narratives if desired. (See below under Application Process for additional details). Some of the objective measures will “pre-score” on the application form as responses are entered.

All Renewal Projects must meet threshold for the following criteria:

1. Coordinated Entry Participation and Compliance
2. Low Barrier/Housing First Policies

3. Client Eligibility Policies

3. Renewal Application Form and Attachments

This year’s application form is an Excel Workbook containing questions that align to the Scoring Criteria for Renewal Projects. The Application includes six tabs:

- **Tab A: Cover Sheet**. Applicants will enter information here regarding their renewal grant. Information in this tab should match the Grant Inventory Worksheet (GIW) where so noted. The items on this tab are not scored but they provide important summary information that helps the NOFO Committee understand the project.
- **Tab B: Threshold Criteria**. Applicants will respond to questions relating to the renewal project threshold criteria.
- **Tab C: Rating Factor 1 – Performance Outcomes**. Applicants do not need to enter data here. EveryOne Home will calculate these scores for applicants to review. There is an optional supplemental narrative in this section that will be scored by the NOFO committee. *New this year*, there is also a required narrative about activities the applicant undertakes during the year to assess project performance and take steps to improve performance.
- **Tab D: Rating Factor 2 and 3 – Narratives on Coordinated Entry, Advancing Racial Equity and Involving People with Lived Experience**. Applicants will complete checklists and insert narrative responses to these questions, to be scored by the NOFO committee.
- **Tab E: Rating Factors 4, 5 and 6 – Questions on Grants Management, Applicant Capacity and Incentive Points**. Applicants will respond to these questions and can view a pre-score for some items. Note that applicants do not need to enter data for Factor 4b (capacity and utilization) and 5a (HMIS data quality). Homebase and the NOFO Consultant will enter this information for applicants to review.
- **Tab F: List of attachments**. There is one required attachment (copy of audit). Depending on responses to threshold questions on Housing First, additional attachments may be required.

Renewal applicants must also complete the HUD Project Application in e-snaps.

4. Submission Process and Timeline

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

Date	Activity
July 26	Bidder’s Conference - application forms available, FAQ Period opens.
July 31	Deadline for renewal applicants to clean up HMIS data. Homebase/HMIS will pull APRs for all renewals for date range: July 1, 2022 to June 30, 2023 .
August 4	Renewal applicants receive performance measures report with scores for performance factors and copy of APR to review. Applicants may review this report, submit questions or requested corrections, and determine whether to draft supplemental narratives.
August 14	Final day for questions regarding performance measures to be sent to Homebase.

Date	Activity
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.
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.