



INSTRUCTIONS for 2024 CoC New Projects

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

These instructions are applicable only for new projects. Renewal projects are asked to complete a Renewal Project Local Application. All application materials are posted 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 and should offer housing and services 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 2024 Grant Inventory Worksheet approved by HUD. Current grantees may propose a new eligible project or expand current operations of an existing grant by adding units, beds, persons served, or services provided to existing program participants.
2. **An organization not currently receiving CoC funding** seeking to propose a new CoC funded project. 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

Funding is available through two separate bonus funding opportunities:

- a. **CoC Bonus.** Projects in this category must align to one of four HUD project types: (1) Permanent Supportive Housing (PSH); (2) Rapid Rehousing (RRH); (3) Joint Transitional and Rapid Rehousing (TH/RRH); or (4) Supportive Services Only/Coordinated Entry (SSO/CE). Projects must serve eligible participants for the selected project type, as per the HUD NOFO.
- b. **DV Bonus.** Projects in this category must be one of two project types: (1) Rapid Rehousing (RRH) or (2) Joint Transitional Housing and Rapid Rehousing (TH/RRH). DV bonus projects must serve individuals and families fleeing or attempting to flee DV, dating violence, sexual assault, stalking

and trafficking. DV-SSO-Coordinated Entry projects are also eligible project types for the DV bonus.

HUD establishes extensive requirements for each project type. **Applicants unfamiliar with CoC funding should consult the [HUD NOFO](#) and HUD resources explaining 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 2024 CoC Competition. *The amounts listed below are estimates and may change.* Please consult the [EveryOne Home NOFO Webpage](#) for updates.

Estimated funding for new projects:

- CoC Bonus Funding: \$6,000,000
- Domestic Violence Bonus: \$2,000,000

If any renewal projects elect voluntary reallocation, there may also be reallocation funding available.

4. New Project Scoring

The 2024 Review and Ranking Process and Scoring Criteria for New Projects have been approved by the CoC NOFO Committee and may be found on the [EveryOne Home NOFO Webpage](#). These documents explain the process the NOFO Committee will follow for ranking projects and determining Tier 1 and Tier 2, the evaluation factors that will be used, and the process for appeals.

New Project Local Applications will be scored on a 100-point scale in four categories:

1. How Project Addresses Local and HUD Priorities = Up to 34 points
2. Outcome Performance = Up to 32 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 scored by the NOFO Consultant 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 Project Application Online Form and Attachments

The 2024 local application is an online form containing questions that align to the Scoring Criteria for New Projects. The online application includes 3 major sections:

- Section A: Project Information. Applicants will enter summary information here regarding their proposed project. The items in this section are not scored but they provide important summary information that helps the NOFO Committee understand the project.
- Section B: Threshold Criteria. Applicants will respond to questions relating to the new project threshold criteria.
- Section C: Scored Questions: Questions in this section will be scored by the NOFO committee or

by the NOFO consultant (for objective factors). There is a separate screen for each subfactor:

- Rating Factor 1 - Narratives on Local and HUD Priorities. Applicants will provide narrative responses to questions to be scored by the NOFO Committee.
 - Rating Factor 2 – Project Performance. Applicants will provide a narrative explaining their proposed project performance and measurable outcomes that will be achieved. Applicants will also attach performance reports from comparable projects.
 - Tab E: Rating Factor 3 – Budget, Cost Effectiveness and Leverage. Applicants will provide a project budget in the required Excel workbook format. Budget forms are posted on the [EveryOne Home NOFO Webpage](#). Applicants may also receive points for documenting leverage of non-CoC housing funds and health care resources. In this section applicants will also provide information on their history of grant spending in a comparable project.
 - Tab F: Rating Factors 4 – Organizational Capacity. Applicants will respond to questions and attach their organizational audit; provide narratives on experience in operating comparable projects and serving the identified target population; and document a track record of timely grant reporting and invoicing.
- List of attachments. The final screen of the application is a checklist reminding applicants of the required attachments:

Required:

- Two funder reports documenting performance in a comparable project
- One report demonstrating full bed or unit utilization in a comparable project
- Most recent annual audit (or provide a link to an online version) and written response to any audit findings (if applicable)
- Housing First documentation
- Documentation of policies and practices to advance racial equity

Optional (only if requesting points for the relevant factor)

- Copy of consumer satisfaction survey
- Bylaws, governance charter or other evidence there is a seat on the Board or Advisory Board for a program participant or former participant.
- Commitment letter or MOU documenting leverage of non-CoC housing resources
- Commitment letter or MOU documenting leverage of healthcare resources.

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 September 16th. Applicants are also encouraged to review the E-SNAPS orientation materials available on the HUD website:

<https://www.hudexchange.info/programs/e-snaps/>

6. Instructions for Completing the Online Application

The link to access the online application is posted on the [EveryOne Home NOFO Webpage](#). Applicants for new funding should follow the instructions below.

Application Navigation

- Please complete one copy of the application for each new project you are proposing. The form may be completed multiple times by the same respondent.
- Most questions are marked as required. Applicants cannot proceed to the next section if any required questions have not been answered.
- Optional questions do not have to be completed. Please be sure to enter responses to any optional questions you are choosing to answer.
- Please limit narrative responses to no more than 2,500 characters. The application form will accept longer answers, but please confine answers to the requested limit.
- ***Please complete the form in one session. If you close the form without submitting, any information entered will be lost.***

Using the Application Template

- Once in the online application, applicants may navigate back and forth between the screens and edit responses. **However, you cannot save your work, leave the survey, and return.** Applicants are strongly encouraged to draft their application in the New Application Template provided on the website. When the draft is complete, responses can be copied into the online form.
- The Word version of the application will NOT be accepted in place of the online application.
- **Do not wait until the last minute to complete the online application.** Applicants are strongly encouraged to complete and submit applications 24 hours before the deadline of 5:00 p.m. on September 6, 2024, to leave time to address any technical issues.

Confirmation of Receipt

The application form does not automatically generate a confirmation of receipt. Applicants will receive an email from the NOFO Consultants confirming receipt, along with a copy of the submission, shortly after submission (but not immediately).

Technical Assistance

Applicants requiring any technical assistance with the online application should send an email to: kate@kbristol.com and cc: alameda@homebaseccc.org. Please do not wait until the last minute to request assistance.

7. Tips for Developing Narrative Responses

All narrative responses will be reviewed and scored by the NOFO Committee. Below are some suggestions for how to craft responsive and competitive answers.

- Consult the published Scoring Criteria for New Projects document to ensure you understand the scoring factors and what they are evaluating.
- Carefully read each question and ensure you are fully answering the question. Do not cut and paste responses from prior years as many questions have been updated.
- Please be as specific as possible. Think about how to convey the who, how, what, when and where of any activities you are describing. Giving specific examples of policies, practices, activities, etc. to illustrate your answer is the best way to demonstrate your organizational experience and what you are proposing.
- Please be concise. Questions have a 2,500 character limit but shorter answers can be

competitive if they fully answer the questions. There is no need to “pad” answers with vague or irrelevant information.

8. Submission Process and Timeline

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

| Date | Activity |
|--------------------|---|
| August 12 | Bidder’s Conference - application forms available, FAQ Period opens. |
| August 23 | Final day for questions regarding performance measures. |
| September 4 | FAQ Period closes. |
| September 6 | Local Competition Deadline – all applicants must submit the Local Application and required attachments using the online application by 5:00 p.m. |
| September 16 | E-SNAPS TA session (optional). |
| September 24 | Deadline for Project Applications to be Submitted in E-SNAPS. |
| September 26 | NOFO Committee rating and ranking meeting held. |
| September 27 | Applicants receive results of rating and ranking. |
| October 2 | Appeals deadline – 5:00 p.m. |
| October 4 | Appeals panel meeting (if needed) |
| October 10 | CoC Leadership Board approves final Project Priority List and Consolidated Application. |
| October 30 | HUD Deadline. |

9. Questions and Technical Assistance

Questions regarding the local application process should be sent to: kate@kbristol.com. Please cc: alameda@homebaseccc.org. Please do not wait until the last minute to request assistance.

The NOFO Consultant will also be holding drop-in office hours at least weekly through September 4, 2024. See the [EveryOne Home NOFO Webpage](#) for additional information.

During the Frequently Asked Questions (FAQ) period (August 12 through September 4), questions will be responded to individually and answers will also be posted to the EveryOne Home website.