



INSTRUCTIONS for 2024 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 in the 2024 CoC Competition. 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 applicants.

These instructions are applicable only for renewal projects. Newly proposed projects are asked to complete a New Project Local Application. All application materials are posted 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 2024 Grant Inventory Worksheet (GIW) approved by HUD. Eligible projects for renewal must have an existing grant agreement expiring in the 2025 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 the NOFO Consultant, Kate Bristol at kate@kbristol.com and cc: Riley Wilkerson at Riley.Wilkerson@acgov.org from Alameda County Housing and Homelessness Services (H&H).

Eligible renewal projects must complete the local application (with a few exceptions, see below). All eligible renewal projects must complete a HUD Project Application in the federal E-SNAPS application system.

2. Types of Renewals and Application Requirements

Competitive Renewals – Scored Projects

Most renewal projects will be competitively scored and ranked by the CoC's NOFO Committee. Competitively scored renewals must complete the entire local application as well as the HUD Project Application in E-SNAPS.

Competitive Renewals - Unscored Projects

Based on the CoC's adopted Review and Ranking Policies, the following types of projects are not scored in the local competition and will be placed at the bottom of Tier 1 on the Project Priority List. These projects will complete only the informational sections of the local application:

- Renewing HMIS projects. Complete only Section A1 through A9.
- Renewing Coordinated Entry and DV-Coordinated Entry (SSO/CE) projects. Complete only Section A1 through A9.
- Renewing "new" projects that do not have access to one year of operating data since July 1, 2023. Complete only Section A1 through A10.

Projects in this category still must complete the HUD Project Application in E-SNAPS.

Non-Competitive Renewals

Based on the requirements in the HUD NOFO, the following projects will be non-competitively renewed in 2024 and will not be scored or ranked in the local competition. These projects do not need to complete any portions of the local application:

- YHDP Grants
- CoC Planning Grant

Projects in this category still must complete the HUD Project Application in E-SNAPS.

3. Changes to Renewal Projects

HUD regulations allow for only minimal changes to renewal projects through the CoC NOFO competition. The following changes may be made:

Budget Adjustments: Applicants may shift funding between Budget Line Items (BLIs) if the amount of the shift is less than 10% of the BLI. Any other budget changes must be made through a grant amendment after the completion of the competition. Projects cannot request more than what is listed on the GIW.

Consolidation. Eligible renewal projects may 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 2024 CoC NOFO (page 45-47).

Projects that consolidated during the FY 2023 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 2023 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 in the consolidation process in the FY 2024 NOFO Competition. Please consult the 2024 NOFO (page 21-22) for additional details.

Voluntary Budget Reductions: Projects that have consistently underspent funds may consider reducing their renewal amounts. Section 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. Renewal projects will receive 2 bonus points in the local competition if they voluntarily reallocate unspent funds.

Grant recipients 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 2024 NOFA competition should inform the Collaborative Applicant in

writing no later than September 6, 2024. Please email notification to Riley Wilkerson: riley.wilkerson@acgov.org and cc the NOFO Consultant: Kate Bristol at kate@kbristol.com

The funds for projects not electing to renew will be added to the pool of available funds for 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 be added to the Consolidated Application in future application rounds.

4. Renewal Project Scoring

The 2024 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](#). 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.

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

1. Performance Outcomes = Up to 54 points
2. Narrative on Program Access and Serving Highest Need Populations= Up to 8 points
3. Narrative on Advancing Racial Equity and Meaningful Involvement of People with Lived Experience = Up to 16 points
4. Grant Management = Up to 10 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 by the NOFO Consultant based on data drawn from Annual Progress Reports (APRs). Applicants will receive these performance scores and can review, ask questions, and provide supplemental narratives if desired.

All Renewal Projects must meet threshold for the following criteria:

1. Participation in the 2023-2024 Monitoring Process
2. Coordinated Entry Participation and Compliance
3. HMIS Participation and Compliance
4. Housing First Policies

5. Renewal Application Online Form and Attachments

This year's local application is an online form containing questions that align to the Scoring Criteria for Renewal Projects. The online application includes 3 major sections:

- **Section A: Project Information.** Applicants will enter information here regarding their renewal grant. Information in this section should match the Grant Inventory Worksheet (GIW) where so noted. The items in this section are not scored but they provide important summary information that helps the NOFO Committee understand the project. Note that non-scored renewals must complete this section up to Question A9 (for HMIS and SSO/CE grants) or A10 (for grants that do not have a year of performance data).
- **Section 2: Threshold Criteria.** Applicants will respond to questions relating to the renewal project threshold criteria.

- Section C: Scored Questions: Questions in this section will be scored by the NOFO committee or have been scored by the NOFO Consultants using APR data. There is a separate screen for each subfactor:
 - Rating Factor 1 – Performance Outcomes. Applicants do not need to enter data here. The NOFO Consultants will calculate these scores for applicants to review. There are optional supplemental narratives in this section that will be scored by the NOFO committee. Applicants should only complete the optional narratives if they lost points on any of the performance factors. Please note that question 1E is a required narrative about activities the applicant undertakes during the year to assess project performance and take steps to improve performance.
 - Rating Factor 2 - Narratives on Program Access and Serving High Needs Population. Applicants will insert narrative responses to these questions, to be scored by the NOFO committee.
 - Rating Factor 3: Advancing Racial Equity and Involving People with Lived Experience. Applicants complete checklists and insert narrative responses to these questions, to be scored by the NOFO committee.
 - Rating Factor 4: Grants Management. Applicants will enter requested information and may provide optional narratives for factors relating to unit utilization and grant spending, if they did not receive maximum points on these factors.
 - Rating Factor 5: Applicant Capacity. This section includes a factor relating to data quality that has been scored using APR data. Applicants will enter information regarding their annual audit.
 - Rating Factor 6: Incentive Points. Applicants that elect to voluntarily reallocate a portion of their grant may indicate their intention to do so in this section and receive 2 extra points.
- List of attachments. The final screen of the application is a checklist reminding applicants of the required attachments:
 - Applicants must attach their most recent audit (or insert a link to an online version of the audit)
 - Applicants indicating in Section 3B that they have a former or current participant on their Board or Advisory Board must attach evidence (e.g. copy of bylaws, governance charter, etc.)

6. Instructions for Completing the Online Application

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

Application Navigation

- Please complete one copy of the application for each renewal grant. 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 Renewal 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. Please 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 Renewals 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 the work you are doing.
- If completing optional narratives for performance measures (“add back” points), please explain specific challenges your program faced that impacted performance and how you are taking steps to address them. Explanations that focus on challenges that are shared by all applicants (e.g. issues with referrals from CE, challenging rental market, difficulties hiring staff, etc.) are less likely to garner points than explanations that identify something specific to your program.
- Please be concise. Questions have a 2,500 character limit but shorter answers can be competitive as long as 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 renewal project submission.

Date	Activity
August 12	Bidder's Conference - application forms available, FAQ Period opens.
August 16	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 request corrections, and determine whether to draft supplemental narratives.
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

The NOFO Consultant will also be holding drop-in office hours at least weekly through September 4, 2024.

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.