



INSTRUCTIONS for 2025 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 2025 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 a project that is comparable to the one proposed.

2. Eligible New Projects

Funding is available through two separate bonus funding opportunities:

- a. **CoC Bonus and Reallocation Funds.** Projects in this category must align to one of five HUD project types: (1) Transitional Housing; (2) Supportive Services Only (SSO) – Standalone; (3) Supportive Services Only (SSO) – Outreach; (4) Supportive Services Only (SSO) – Coordinated Entry; or (5) Homeless Management Information Systems (HMIS). Projects must serve eligible participants for the selected project type, as per the HUD NOFO (page 20-21)
- b. **DV Bonus.** Projects in this category must be one of two project types: (1) Transitional Housing; (2) Supportive Services Only (SSO) – Coordinated Entry. DV bonus projects must serve individuals and families fleeing or attempting to flee DV, dating violence, sexual assault, stalking and trafficking.

HUD establishes extensive requirements for each project type. **Applicants unfamiliar with CoC funding should consult the [FY 2025 HUD NOFO](#) and [HUD resources explaining allowable project types, costs and participants: HUD's CoC Resource Page](#).** Additional resources are posted on the [EveryOne Home NOFO Webpage](#)

3. Available Funding

Estimated funding available for new projects:

- Funds Reallocated from Existing Projects: \$33,000,000
- CoC Bonus Funding: \$12,009,959
- Domestic Violence Bonus: \$2,154,274

4. New Project Scoring

The 2025 Review and Ranking Process and Scoring Criteria for New Projects may be found on the [EveryOne Home NOFO Webpage](#). These documents explain the scoring, rating and ranking process; the process for determining Tier 1 and Tier 2, and the process for appeals.

New Project Local Applications will be scored on a 90-point scale in four categories:

1. How Project Addresses Local and HUD Priorities = Up to 40 points
2. Project Performance = Up to 20 points
3. Budget and Cost Effectiveness = Up to 20 points
4. Organizational Capacity = Up to 10 points

Details on how these factors will be scored may be found in the Scoring Criteria for New Projects. 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.
- **Section B: Threshold Criteria**. Applicants will respond to questions relating to the new project threshold criteria:
 - Eligible applicant
 - Demonstrated Experience (plus required attachment)
 - HMIS Participation
 - CE Participation
 - Match (plus required attachment)
 - Client Eligibility
 - Financial Statement (plus required attachment)
 - Monitoring, TA and Technical Assistance
- **Section C: Scored Questions**: Questions in this section will be scored.
 - **Rating Factor 1 - Narratives on Local and HUD Priorities**. Applicants will provide

narrative responses to questions organized by project type. Only respond to the set of questions that relate to the type of project for which you are requesting funding: (1A) Transitional Housing; (1B) Supportive Services Only (SSO) – Standalone; (1C) Supportive Services Only (SSO) – Outreach; (1D) Supportive Services Only (SSO) – Coordinated Entry; or (1E) Homeless Management Information Systems (HMIS). Some narrative responses also have required or optional attachments.

- 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 a performance report from a comparable project.
- Rating Factor 3 – Budget and Cost Effectiveness. Applicants will provide a project budget in the required Excel workbook format. Budget forms are posted on the [EveryOne Home NOFO Webpage](#).
- Rating Factor 4 – Organizational Capacity. Applicants will attach their most recent audited financial statement and respond to questions about the audit.
- List of attachments. The final screen of the application is a checklist reminding applicants of the required attachments:

Required:

- Match Commitment Letter(s) (Threshold Requirement)
- Annual Performance Report (APR) or other funder reports demonstrating performance from a comparable project. (Threshold Requirement and Scoring Criteria 2b).
- Project Budget in required format. (Scoring Criteria 3a)
- Most recent annual independent audit with Management Letter (Threshold Requirement and Scoring Criteria 4a); plus response to audit findings if applicable

Optional (only if requesting points for the relevant factor)

- Program agreement, contract, occupancy agreement, lease or equivalent documenting service participation requirements for the program or project (TH only). (Scoring Criteria 1A4).
- Leveraged Resources (TH only): A written commitment for housing or healthcare resources. In the case of housing subsidies, the leveraged resources must provide at least 25% of the units included in the project. In the case of healthcare or behavioral health resources, the value of the assistance being provided is at least an amount that is equivalent to 25% of the funding being requested by the project. In the case of substance use disorder treatment, the leveraged resource must provide access to all participants who qualify for those services. (Scoring Criteria 1A7).

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 December 19th (date is tentative pending HUD opening the E-SNAPS system). Applicants are also encouraged to review the E-SNAPS orientation materials available on the HUD website: [HUD Exchange](#).

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 250 words except where indicated.
- ***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 December 15, 2025, 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).

7. Tips for Developing Narrative Responses

All narrative responses will be reviewed and scored. 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 changed.
- 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 250 word 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 the process steps and timeline for new project submission.

Date	Deadline/Activity
Nov. 13	NOFO Released
Nov. 20	Leadership Board Meeting; NOFO Response Team (NRT) seated; Strategic Direction adopted
Dec. 3	Competition Kick Off Meeting.
Dec. 15	Local Competition Closes. Local applications due by 5:00 p.m.
Dec. 19	E-SNAPS orientation for new applicants (and refresher for current grantees)*
Dec. 29	Priority List finalized
Dec. 30	Applicants receive results of ranking process; appeals period opens.
Dec. 31	E-SNAPS deadline (local deadline for applicants to complete Project Applications in E-SNAPS.)*
Jan. 2	Deadline for applicants to submit appeals
Jan. 6	Appeals panel session if needed
Jan. 9	LB special meeting to approve Project Priority List and CoC Application submission
Jan. 14	HUD Deadline

9. Questions and Technical Assistance

Questions regarding the local application process should be sent to alameda@homebaseccc.org

During the Frequently Asked Questions (FAQ) period (December 3 to December 14), questions will be responded to individually or will be answered in posted FAQs.