



INSTRUCTIONS for 2025 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 2025 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 2025 Grant Inventory Worksheet (GIW) approved by HUD. Eligible projects for renewal must have an existing grant agreement expiring in the 2026 calendar year or expect to be under contract no later than December 31, 2025 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 top of Tier 2 on the Project Priority List:

- Supportive Services Only – Coordinated Entry
- Homeless Management Information System (HMIS)

These projects do not need to complete a local application. 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 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 2025 CoC NOFO (page 42-44).

Transition Grants. Transition grants are grants seeking to change project component (e.g., TH-PSH to TH) Applicants seeking a Transition Grant should complete this local renewal application and will be scored as a renewal. However, Transition Grants must apply to HUD as a new project and meet all HUD requirements for new projects. Please consult the 2025 NOFO (page 44-45) for additional details.

Budget Reductions/Partial Re-Allocation: 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.

Full Reallocation: 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 2025 NOFA competition should inform the Collaborative Applicant in writing by notifying Riley Wilkerson: riley.wilkerson@acgov.org and cc'ing 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.

4. Renewal Project Scoring

The 2025 Review and Ranking Process and Scoring Criteria for Renewal Project may be found on the [EveryOne Home NOFO Webpage](#). These documents explain the process the CoC 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 four categories:

1. HUD Project Component = Up to 30 points
2. Performance Outcomes = Up to 50 points

3. Grant Management and Organizational Capacity = Up to 15 points
4. Service Participation Requirements = Up to 5 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 Collaborative Applicant and NOFO Consultant based on data drawn from Annual Progress Reports (APRs). Applicants will receive these performance scores and can review, and ask questions about the calculations before scores are finalized.

All Renewal Projects must meet threshold for the following criteria:

1. Coordinated Entry participation and compliance
2. HMIS participation and compliance
3. Meeting 25% match requirement

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.
- **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 based on information provided by the applicant or data drawn from HMIS.
 - **Rating Factor 1 – Project Type.** Applicants do not need to enter data here. This score will be assigned based on the type of project being renewed.
 - **Rating Factor 2 – Performance Outcomes.** Applicants do not need to enter data here. The Collaborative Applicant and NOFO Consultant will calculate these scores for applicants to review.
 - **Rating Factor 3: Grants Management and Organizational Capacity.** Applicants will enter requested information on grant spending for their most recently completed grant, timely APR submission, and regular draw downs. Applicants will also attach a copy of their organizational audit.
 - **Rating Factor 4: Service Participation Requirements.** Applicants will indicate if their program requires participants to take part in supportive services and, if yes, attach a copy of a program agreement or other document demonstrating this requirement.
 - **Optional Narrative:** Applicants may provide additional information about the project. Responding to this question is optional. Responses will not be scored. Responses are limited to 200 words.
- **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 4 that they have service participation requirements must

attach a copy of their program agreement or other document.

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 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 form, 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 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. Submission Process and Timeline

The table below outlines the process steps and timeline for renewal 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.)*

Date	Deadline/Activity
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

8. 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.