



FY 2025 Continuum of Care Program Local Application Guidelines and Instructions Renewal, New, and Bonus Applications

The Grand Rapids Area Coalition to End Homelessness (Coalition) invites applications under HUD's FY 2025 Continuum of Care (CoC) Program Competition for renewal, new, and bonus projects at this time. The opening of this local competition for projects serving Kent County is in accordance with the Notice of Funding Opportunity (NOFO) for the 2025 Continuum of Care Program by the U.S. Department of Housing and Urban Development.

COC PROGRAM PURPOSE AND OBJECTIVES

The purpose of the CoC Program NOFO as established by the U.S. Department of Housing and Urban Development (HUD) (pg 12-13 of NOFO) is to:

- Ending the Crisis of Homelessness on Our Streets.
- Prioritizing Treatment and Recovery.
- Advancing Public Safety.
- Promoting Self-Sufficiency.
- Improving Outcomes.
- Minimizing Trauma.

FY 2025 COC APPLICATION TIMING

The Coalition will concurrently consider both renewal project applications as well as new and bonus projects (including permanent housing bonus projects and domestic violence bonus projects). The Coalition will submit one collaborative "Continuum of Care Application" for 2025 that reflects community-wide planning and performance. The score received for this application will be applied to funding requested for FY 2025 funds. It is expected that by January 14, 2026, the Coalition will submit completed HUD Project Applications and Priority Listings for the FY 2025 CoC Program Competition.

HUD FUNDING AMOUNT

For FY 2025 renewal projects, the Coalition is eligible to apply to HUD for a maximum estimated amount of \$10,941,379, which constitutes the Annual Renewal Demand (ARD). The ARD is the total sum of all renewal projects eligible for renewal.

HUD will continue to require projects be ranked in two (2) tiers representing financial thresholds. It is possible that lower scoring CoC applicants will not have all projects ranked in the second tier funded. CoC Planning is not ranked, and therefore the funds are not included in either tier.

Notice

Eligible Project Types:

HUD's 2025 Notice of Funding Opportunity (NOFO) has implemented a cap on Permanent Housing equal to 30% of the ARD. Due to this cap, we are only accepting new project applications under the TH and SSO project types. This can include applications from agencies operating programs aligned with the TH or SSO model that currently rely on non-

CoC funding sources; we would consider this to be a “new project application” as the current activities are unsupported by CoC funding. Existing RRH and TH-RRH providers interested in applying for a transition grant to shift to the TH project type should apply. Existing CoC grantees operating TH and SSO projects are also encouraged to apply to expand their programs by adding beds/units and/or enhancing existing services.

Expansion:

Renewal projects may opt to apply for a project expansion to expand existing projects to increase the number of units, persons served, services provided to existing program participants, or to add additional activities to HMIS and SSO-CE projects. Interested applicants should complete the renewal application for their existing project as well as a new project application for the additional amount they seek. If both are approved and submitted to HUD by the Coalition, and HUD awards both grants, HUD will approve the single renewal application submitted in e-snaps. The project will then be eligible for renewal funding in next year’s competition.

Consolidation:

Renewal applicants may choose to consolidate 2-10 projects into one individual project. Projects to be combined must have the same recipient and be for the same component. To consolidate projects, applicants must submit separate renewal applications for each existing project and each project application will identify the grant number that will survive which must be the grant number with the earliest start date in CY 2025. Individual renewal project applications will be ranked, and if all grants are selected by HUD for funding, HUD will award the single consolidated grant. Transitional housing and rapid rehousing projects may not use consolidation to form a joint TH/RRH project.

Transition Grants:

Renewal projects may also submit projects for transition grants to reallocate their project to a new project type. This process allows providers to receive funding for one year to transition the project to the new project type (e.g., a provider with a RRH project submits a transition grant to change the project to Transitional Housing). To create a Transition Grant through the reallocation process, the CoC must wholly eliminate one or more projects and use those funds to create the single, new transition grant [see section IV.D.1.I of this NOFO]. The new project application must meet project eligibility and project quality thresholds established by HUD in sections V.A.4.a and V.A.4.b of this NOFO.

Providers should submit a new project application for the transition grant. For a new project to be considered a transition grant, the new project applicant must be the recipient listed on the current grant agreement for the eligible renewal grant(s) being eliminated and must include the grant number(s) of the project(s) being eliminated to create the new project and attach a copy of the most recently awarded project application. If the new project is selected for funding this year, the project will be eligible for renewal funding under the new project type next year. Transition grants must meet the criteria set forth in the FY25 HUD CoC NOFO and have the consent of the Coalition.

Transition Grant Restrictions:

- (a) YHDP Renewal grants are not eligible to use the transition grant process. YHDP Renewal grants must submit a YHDP Replacement application to change component types.
- (b) Grants with DV Renewal funding are not eligible to use the transition grant process.

Replacement Projects (YHDP Only): The YHDP Replacement process occurs when: (1) a CoC reallocates a YHDP Renewal project to create one or more new YHDP project(s) that has the same recipient referred to as YHDP Replacement in this NOFO; (2) a CoC is reallocating a YHDP Renewal project to create one or more new projects with a new recipient referred to as YHDP Reallocation in this NOFO; or (3) a CoC is reallocating YHDP Renewal project(s) to create YHDP Expansion applications through the YHDP Replacement process. For more information on YHDP Reallocation, see sections IV.D.1.i of this NOFO.

Note to Existing RRH and Joint RRH-TH Providers:

Existing RRH and Joint RRH-TH grantees are encouraged to consider transitioning their current grants to the Transitional Housing (TH) model through what is called a “transition grant,” which historically has allowed grantees to continue program operations while transitioning to a different project type over the course of one year. Full details on the transition grant process are available in the HUD FY25 NOFO. Providers interested in transition grants should submit the new project application.

Note to Existing PSH Providers:

Due to the permanent housing cap outlined in the HUD FY25 NOFO, at this time we are only considering renewal projects that provide direct housing under the PSH component. Projects that are funded for services only are encouraged to consider transitioning their current grant, which historically has allowed grantees to continue program operations while transitioning to a different project type over the course of one year. Full details on the transition grant process are available in the HUD FY25 NOFO. Providers interested in transition grants should submit the new project application.

Agencies wishing to reallocate and apply as a new project or wishing to submit a bonus project application have the ability to do so at this time. All agencies considering applying for a new or bonus project should familiarize themselves with HUD eligibility and quality threshold requirements that can be found in the NOFO.

The amount anticipated to be available in general CoC Bonus projects is \$2,188,276 and more than one bonus project may be submitted to HUD by the CoC. Agencies may apply for the project types listed above. Please refer to pages 37-38 of the NOFO for more information about CoC Bonus projects.

Agencies may also apply for domestic violence bonus projects that assist survivors of domestic violence, dating violence, sexual assault, or stalking. The estimated total

amount available for these projects is \$697,526. Agencies may apply for the following project types: Transitional Housing, or Supportive Services Only projects for the Coordinated Entry System (SSO-CE) to better meet the needs of people experiencing homelessness who are survivors of domestic violence, dating violence, sexual assault, or stalking.

Agencies who are considering applying for a bonus or consolidation project are strongly encouraged to contact Courtney Myers-Keaton (cmyers-keaton@hwmuw.org) ahead of submission.

HUD PROJECT SELECTION PRIORITIES

Given the limited availability of funding, HUD asks communities to ensure CoC resources are used in the most strategic way possible.

HUD's Homeless Policy and Program Priorities for the 2025 fiscal year are as follows:

- Ending the Crisis of Homelessness on Our Streets.
- Prioritizing Treatment and Recovery.
- Advancing Public Safety.
- Promoting Self-Sufficiency.
- Improving Outcomes.
- Minimizing Trauma.

Communities receiving higher scores on the FY 2025 CoC Application will be in the strongest position to have Tier 2 projects, bonus projects, and domestic violence bonus projects funded. The selection process will seek to maximize the community's ability to secure and retain funds by ranking projects in line with HUD priorities.

DEVELOPMENT OF LOCAL PRIORITY LISTING

The Coalition's Funding Review Committee is responsible for reviewing all applications and making funding recommendations to the Steering Council for approval. The committee is responsible for determining ranking, or Priority Listing, of the projects to be included with the Coalition's annual submission to HUD.

Local priorities will focus on funding for permanent housing programs and infrastructure that are essential to helping people experiencing homelessness obtain permanent housing as quickly as possible, and with appropriate services to ensure housing stability, as well as building available housing resources for focus populations.

The Funding Review Committee currently consists of representatives from the following organizations: Catherine's Health Center, Fair Housing Center of West Michigan, Kent County Health Department, North Kent Connect, and Kent District Library. The panel also includes two local community members who do not represent a particular agency.

Further information regarding eligible applicants and projects, grant terms, and project evaluation criteria and ranking is detailed in subsequent sections of this document.

PROJECT MATCH REQUIREMENTS

All eligible funding costs except leasing must be matched with no less than a 25% cash or in-kind match. Project administration must be matched. For further information, see 24 CFR 578.73.

REQUEST FOR PROPOSAL SUBMISSION

Applicants must submit to the Coalition a completed Local Application Form in the manner detailed below. Further, for an application to be considered complete, an applicant must also submit a project application via HUD's "e-snaps" system.

- 1) Local Application Form. Applicants are to complete a Local Project Application for each project based on the project type (new housing project, renewal housing project, or infrastructure project).

All questions within the application pertaining to data or outcomes reference either the Annual Performance Report (APR) or CAPER report in HMIS, or funding tracked in eLOCCS. Domestic violence service providers should use data from a system comparable to HMIS.

You will receive a reply confirming the application was received within 24 hours. Please note this response confirms receipt only. No review will have occurred at this point.

- 2) E-snaps. In addition to the Local Project Application, project applications are required be entered into the electronic grants management system managed by HUD's Office of Special Needs Assistance Programs known as "e-snaps". If the agency is new to e-snaps or if there are staff within the agency who require access, guidance is available on the following HUD website:
<https://www.hudexchange.info/programs/e-snaps/>.

e-snaps application forms are to be saved and submitted as saved PDF documents (no scanned documents). Files should be saved by the name: "AgencyNameProjectNameES25" wherein the Agency and Project names should be inserted where indicated.

NOTE: HUD is offering projects with no changes the option to select "Submit Without Changes" which will prepopulate the e-snaps application for the agency.

APPLICATION DEADLINE: 11:00 PM, SUNDAY, DECEMBER 14, 2025

Late applications will not be accepted.

SIGNATURE

An original signature is not required, but the name and title of the authorized agency representative must be included in the application.

The Coalition reserves the right to request additional information, as determined necessary, to review any application. All information submitted through this solicitation becomes the property of the Coalition.

QUESTIONS

Please direct questions regarding this application opportunity to Courtney Myers-Keaton at cmyers-keaton@hwmuw.org. There is no guarantee of reply for inquiries made after 2:00 PM on Friday, December 12, 2025.

IMPORTANT NOTICE

Applicants are strongly encouraged to review *e-snaps* requirements well in advance of the application deadline as there are items (e.g. changing the authorized representative) that may require additional processing time.

Further, applicants are strongly encouraged to review HUD's Notice of Funding Opportunity (NOFO) for the FY 2025 CoC Program Competition and other resources referenced in this document. This document is not intended to serve as a substitute for HUD's NOFO or the CoC Program Interim Rule.

ELIGIBILITY INFORMATION

The CoC Program Interim Rule (24 CFR Part 578) provides detailed information about allowable activities, documentation requirements, and other regulatory requirements with which applicants should be familiar. HUD's FY 2025 NOFO further restricts allowable activities and sets additional requirements. The Interim Rule and NOFO will govern use of all grant funds applied for under this solicitation. Requirements summarized here are not all inclusive. Applicants are strongly encouraged to review the Interim Rule and NOFO directly and in detail.

ELIGIBLE PROJECT APPLICANTS

- Include Coalition member agencies that meet the CoC Program definitions of eligible applicant as such term is defined in 24 CFR 578.15 (i.e. nonprofit organizations, states, local governments, or instrumentalities of state or local governments), and public housing agencies as such term is defined in 24 CFR 5.100. Per the CoC Program Interim Rule, for-profit entities are not eligible to apply for grants or to be subrecipients of grant funds.
- Must have a UEI number and be registered in the System for Award Management (SAM). Applicants must maintain an active SAM registration with current information while they have an active Federal award or an application or plan under consideration by HUD.
- Must meet all statutory and regulatory requirements in the McKinney–Vento Homeless Assistance Act, as amended, and CoC Program Interim Rule.

GRANT TERM

CoC Program renewal project applications, except for those receiving project-based rental assistance or operating costs, are limited to a 1-year grant term and one year of funding. The initial grant term for new projects created through reallocation and permanent housing bonus projects may vary. Refer to the NOFO on pages 39-40 for detailed information on renewal grant terms.

PROJECT REVIEW AND RANKING

All applicants/projects must meet basic eligibility and quality threshold requirements (see NOFO pages 34-38). The Coalition reserves the right to reject any application that is not consistent with the CoC Program Interim Rule and/or the FY 2025 NOFO.

PROJECT EVALUATION CRITERIA

Local project evaluation criteria are guided primarily by relevant HUD policy priorities and Criteria for Applicants identified in the FY 2025 NOFO. The specific criteria that will be used are reflected in the project applications and scorecards.

PROJECT RANKING

Once applications are reviewed and scored using the above-described criteria, projects will be ranked by score and HUD Policy Priorities and local priorities. Adjustments may be made to the rankings to:

- Maximize funds for projects identified in Tier I.
- Ensure adequate resources for system infrastructure by ranking HMIS and coordinated entry projects within Tier I.

If funded, domestic violence bonus projects will be pulled from the CoC's Priority Listing, and all projects ranked below them will move up one rank. Consistent with last year's process, PH bonus projects will not be ranked higher than renewal projects.

APPEALS

Applicants may appeal the scoring decision made by the Funding Review Committee. Appeals will be reviewed by an Appeals Panel, comprised of one member of the Funding Review Committee, one Steering Council member, and recruited members from Continuums of Care outside of Kent County. The meeting of the Panel will be facilitated by Coalition staff. For completing an appeal, applicants should use the Appeals Application and closely follow the guidelines outlined in the CoC's Funding Decision Appeal Policy; both documents are available on the Coalition's website. **Appeals must be received by 5:00 PM, Monday, December 29, 2025 for consideration.**

RESOURCES

Document Name	Document Link
CoC Website	https://endhomelessnesskent.org/
FY 2025 CoC Program Competition Announcement	https://www.grants.gov/search-results-detail/360861
FY 2025 CoC Program Competition Notice of Funding Opportunity Availability (NOFO)	https://www.grants.gov/search-results-detail/360861
CoC Program Competition: e-snaps Resources	https://www.hudexchange.info/programs/e-snaps/
Continuum of Care Program: Interim Final Rule	https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/
CoC Renewal Project Application Detailed Instructions	https://www.hud.gov/hud-partners/community-coc
CoC New Project Application Detailed Instructions	https://www.hud.gov/hud-partners/community-coc