FY 2025 HUD CONTINUUM OF CARE & YOUTH HOMELESSNESS DEMONSTRATION PROGRAM ANNUAL FUNDING COMPETITION

Competition Overview, Instructions, and Process for Tucson/Pima County

Applications Due 11:59pm Arizona Time – December 11, 2025

TPCH
Tucson Pima Collaboration
To End Homelessness

TABLE OF CONTENTS

OVERVIEW

Funding Opportunity

The United States Department of Housing and Urban Development (HUD) issues a Notice of Funding Opportunity (NOFO) for Continuum of Care (CoC) Program funds for housing programs and services for people experiencing homelessness annually. The Tucson Pima Collaboration to End Homelessness (TPCH) is designated by HUD as the AZ-501 Tucson/Pima County Continuum of Care and is responsible for preparing the CoC's application for HUD CoC funds.

HUD's CoC Program serves as a source of critical funding for the wide array of homeless services and supportive housing in Tucson and throughout Pima County. FY 2025 Continuum of Care Competition and Youth Homeless Demonstration Program Grants NOFO are eligible for renewal. TPCH additionally invites applications for new projects created through the CoC Bonus, DV Bonus, and/or reallocated funds, if available.

The FY 2025 CoC Program NOFO was released by HUD on November 13, 2025 and is available on grants.gov.   Consistent with HUD requirements, TPCH is administering the local competition for renewal and new applications for CoC & YHDP Program funds.

This document outlines the process for submitting new and renewal project applications under the FY 2025 CoC Program NOFO and the process to be used by TPCH to evaluate and prioritize those applications. To ensure the CoC consolidated application is competitive and strategically developed to maximize federal funding, TPCH reserves the right to amend these requirements and/or issue additional instructions, clarifications, or corrections as needed.

These instructions are not a substitute for reading the FY 2025 CoC Program NOFO and do not include all instructions, requirements or details provided by HUD. Applicants are strongly encouraged to read the FY 2025 CoC Program NOFO and supporting documents provided at https://grants.gov/search-results-detail/360861 in order to prepare a complete, accurate, and responsive application for funds.

FY 2025 CoC Program Application Orientation Sessions (Pre-Proposal Conference)

TPCH will conduct online orientation and pre-proposal conferences for all new and renewal CoC and YHDP project types. All applicants are strongly encouraged to have one or more representatives attend the appropriate pre-proposal conferences. Links to register for all the following sessions can be found at: tpch.net/fy25nofo/

Renewal Projects Pre-Proposal Webinar:
- November 26, 2025 (10am-11am)
- Appx. 60minutes

- November 26, 2025 (11am-12pm)
- Appx. 60minutes

YHDP Projects Pre-Proposal Webinar:
- November 26, 2025 (1pm-2pm)
- Appx. 60 minutes

Eligible Applicants

To apply for CoC Program funds, all applicants must meet the eligibility requirements defined in the FY 2025 CoC Program NOFO. Renewal project applications may only be submitted by the current project grantee or, in the case of grant transfers, by the existing CoC grantee to which the project is being transferred as approved by TPCH and/or HUD.

Estimated Funding Available

The exact amount of HUD funding that will be made available to the CoC was published in the Annual Renewal Demand and PPRN (preliminary pro rata need) Report. The CoC is required to rank all project applications in two tiers based on the project's consistency with HUD and local priorities, project performance, and the applicant's capacity to successfully administer the federal award. The only exception to this ranking requirement is the CoC Planning Grant, which is not ranked.

FY 2025 Estimated Annual Renewal Demand Report – Tucson/Pima County	
Preliminary Pro Rata Need (PPRN)	$12,201,809
Estimated Annual Renewal Demand (ARD)	$16,615,927
CoC Tier 1	$4,984,778
CoC Tier 2	$16,174,515
Funding Available for CoC Bonus Projects	$3,323,185
Funding Available for DV Bonus Projects	$1,220,181
Funding Available for CoC Planning	$830,796

Local Priorities – CoC Renewal Projects

Local renewal priorities include engagement with people with lived experience and alignment with national policy objectives listed in Section III (pages 12-13) of the FY 2025 CoC Competition and YHDP Grants NOFO. Priorities are accounted for in evaluation criteria, final project ranking, and project performance. Meeting one or more local priorities does not prevent a lower-performing project from being placed in Tier 2 or being subject to reallocation.

Local Priorities – New Projects

Projects will be competitively reviewed based on applicant capacity, prior experience with the same or similar projects, community need, proposal quality, engagement with people with lived experience, and national policy objectives listed in Section III (pages 12-13) of the [FY 2025 CoC Program NOFO](). These represent the CoC's top priorities for CoC Bonus, DV Bonus, and Reallocation funds. New national policy objectives focus largely on site-based substance abuse treatment, leveraged healthcare and housing resources, increases to employment income, and participation requirements for housing projects.

New CoC Bonus Project Priorities (or Reallocation if Available)

- Transitional Housing (TH) Projects
- Supportive Services Only (SSO) – Street Outreach Projects

New DV Bonus Project Priorities

- Trauma-informed transitional housing (TH) projects
- Expansion of existing DV bonus or CoC projects to increase capacity to rapidly transition households fleeing or attempting to flee domestic violence to stable housing.

Local, Regional and State-wide Coordinated Substance Use Treatment Resources & Options for Arizona

This information is intended to provide your agency with a variety of existing treatment service opportunities at the local, regional & state level. You may choose to consider using this information as a part of the Supportive Service options for participants in your projects as you are writing project applications.

Tucson/Pima Collaboration to End Homelessness (TPCH) prepared this to inform you of options to help guide your agency to determine the best options and path for your projects. This resource is not comprehensive and partnerships should not be limited to what is listed here.

City of Tucson (Local) Substance Use Treatment Options:

The City of Tucson is prioritizing and implementing the ["Safe City Initiative"](). This initiative intends to support enforcement and services to improve quality of life, prevention & reduction of crime. The initiative will also include the following activities to keep the

community safe and allow recovery for people experiencing substance use disorder and/ or mental illness.

Smart Enforcement: Task force built to support law enforcement around high crime areas. MDOT provides social services and substance use treatment options in areas highly populated with people experiencing homelessness.

Treatment & Partnership: The City of Tucson will partner with Pima County and Medicaid at the state level to support behavioral health and substance use treatment for residents in need of this service, including those that are incarcerated.

Prevention & Opportunity: Fund and invest in programs proven to reduce crime including affordable housing, afterschool programming, youth employment, access to transit and investment in parks & infrastructure.

Access to Justice: Increased Community Court programs and court sessions with the involvement of social service providers to work with the criminal justice system to ensure offenders are held accountable but also provided with the appropriate services.

Pursue Partnerships with other Jurisdictions: Work with Pima County to provide services through Sobering Center, supported by Opioid Settlement funds.

Pima County (Regional) Substance Use Treatment Options:

With the use of Opioid Settlement Funds, the Pima County Health Department will begin a program in partnership with Community Bridges Inc. (CBI). The program will provide a "Sobering Alternative for Recovery" or SAFR Center in Pima County for those experiencing substance use disorders. This is not a safe injection site, but a rather a safe, medically-supported, short-term site for clients to get sober. Center services are as follows:
- Center will remain open 24/7
- Center will use a "no wrong door approach"
- Center will be low barrier
- Center will provide wrap-around services and a trauma informed care approach
- Peer support
- Connection to other services

In addition to the SAFR Center, Pima County Board of Supervisors recently approved the Pima One initiative. This initiative provides a regional framework for safety, recovery, and treatment. It includes the following priority areas to support community safety and recovery:

Strengthen Public Health and Treatment Access: Support and maintain countywide overdose prevention, youth education, and behavioral health programs. Ensure people in law

enforcement custody receive treatment and continuation of care upon release. Advocate at the State for expanded coverage for people in early and long-term substance recovery.

Expand Treatment and Diversion Programs: Increase capacity at the Justice Services Transition Center to operated seven days per week. Strengthen programs moving people into treatment. Pilot the SAFR Center.

Stabilize Housing and Prevent Homelessness: Continue investment into affordable construction, rental assistance, and supportive housing. Expand partnerships for transitional and supportive housing. Develop a regional system for real-time shelter availability. Address barriers to shelter.

State (Medicaid) Substance Use Treatment Options:

Arizona Health Care Cost Containment System (AHCCCS) provides the following services statewide to its' most vulnerable users, including those experiencing homelessness:
- **24/7 Access to Crisis Services (Including Detox)**
- **Statewide Crisis Line:** 1-844-534-HOPE (4673) – available 24/7 for anyone, regardless of insurance status. Crisis phone lines answered within seconds. Mobile Crisis Teams for in-person support.
- Facility-based stabilization centers offer:
  - 23-hour observation
  - Psychiatric urgent care
  - Detox services
  - Medication-Assisted Treatment (MAT)

"No Wrong Door" Policy

Anyone can access crisis services through any entry point (phone, walk-in, referral).
Crisis centers accept individuals regardless of insurance, ability to pay, or referral source.
Support behavioral health crises, substance use crises, and co-occurring conditions.

Reallocation

If funds from YHDP (Youth Homelessness Demonstration Program) or DV (Domestic Violence) Bonus projects are reallocated, the new project must continue to serve the same subpopulation as the original project. Additionally, YHDP, DV Bonus, and DV Reallocation funds cannot be combined with other funding in a new project application.

Due to new funding caps on permanent housing (both PSH and RRH) as listed in the FY 2025 CoC Program NOFO , many permanent housing projects will have to voluntarily or involuntary reallocate via transition grants to Transitional Housing projects. The TPCH Continuum of Care Board and CoC lead team will discuss the most strategic option for each CoC Program grant

recipient to best serve their participants and the community. Grant recipients can also consider reallocating all or a portion of their grant to a different program component, or for expansion of existing higher-performing projects if possible. Those who are reallocating funds, and have questions about the process should email tpch-nofo@tucsonaz.gov as early as possible.

Based on the existing reallocation policy, if TPCH involuntarily reallocates or rejects one or more renewal project applications, the highest-ranked, eligible project application(s) received under the CoC Bonus will be assigned funding made available through reallocation, *except in the case of DV or YHDP reallocation as defined above, in which case new projects must be entirely dedicated to the subpopulation originally served by those reallocated projects*. However, due to the large amount of PH projects that will need to reallocate to stay under the 30% cap, the TPCH board voted to suspend the existing reallocation policy for this NOFO cycle, allowing agencies to keep their existing funds, unless the agency chooses not to transition them to a new program component.

Application Types

Project applications may be submitted under multiple choices as further described in the FY 2025 CoC Program NOFO. Application types outlined in the NOFO have been further limited by the TPCH board to support the community strategy.

- The following renewal project types are allowed for submission in the local competition for FY25Renew the existing CoC project as it currently operates (renewal project) for the following components
    - TH
    - SSO
    - HMIS
    - PSH serving all ages
    - Safe Haven

- Transition the project from one project component to another over a 12-month grant period (transition grant)
- Consolidate one or more renewal projects of the same component type into one project (grant consolidation)

Current YHDP Projects may be reallocated during FY 2025 CoC Program funding competition and no local YHDP projects are eligible for consolidation. Current YHDP Projects may apply for YHDP Replacement Grants including activities described in the FY 2025 CoC Program NOFO. Innovative activities included in applications for YHDP Replacement Grants must be approved by the TPCH Youth Action Committee prior to submission.

The following new project types are allowed for submission in the local competition for FY25: New Projects through CoC Bonus:

- SSO- Street Outreach
- TH

New Projects through CoC Reallocation/Transition:
- TH

Domestic Violence (DV) Bonus Projects:
- TH
- Expansion of DV bonus or CoC renewal projects

Youth Homelessness Demonstration Projects (YHDP) or Replacements projects
- TH or Crisis Residential TH

Key Dates

All times listed are in Arizona time (MST). Late project application submissions will be rejected. The condensed timeline required by the FY 2025 CoC Program NOFO, in addition to the holidays, means that the local competition is on an extremely tight timeline. Please review the dates below carefully to ensure you don't miss critical deadlines.

DEADLINE	ACTIVITY
November 13, 2025	FY 2025 CoC NOFO Released by HUD
November 17, 2025	FY 2025 CoC Renewal Project Intent to Voluntarily Reallocate Form Released by TPCH
November 20, 2025	FY 2025 CoC Renewal Voluntary Reallocation Forms Due at 11:00AM
November 24, 2025	FY 2025 CoC Funding Competition Process and Materials for Tucson/Pima County Approved by TPCH CoC Board / Lived Experience Council
November 25, 2025	FY 2025 CoC Funding Competition Process and Materials for Tucson/Pima County Released by TPCH
November 25, 2025	Neighborly Software available for use by applicants. Neighborly guide has been added to Competition Overview, Instructions, and Process for Tucson/Pima County in Appendix G.
November 26, 2025	Renewal Project Pre-proposal conference. Strongly encouraged for all applicants. Register by clicking here. *Will be available on demand after conclusion of live webinar.*
November 26, 2025	New Projects (CoC Bonus, DV Bonus, Reallocation) Pre-proposal conference: Strongly encouraged for all applicants. Register by clicking here. *Will be available on demand after conclusion of live webinar.*
November 26, 2025	YHDP Project Pre-proposal conference. Strongly encouraged for all applicants. Register by clicking here.

	Will be available on demand after conclusion of live webinar.
November 27, 2025	Thanksgiving Day- City of Tucson offices will be closed
November 28, 2025	Requests to apply for transition or consolidation grants not submitted through the FY 2025 Voluntary Reallocation process due to tpch-nofo@tucsonaz.gov for review and approval by TPCH CoC Board Officers.
December 1, 2025	FY 2025 Performance Score Card is released for public review and disputes (Due Dec 8).
December 4, 2025	Written notice via letter of intent for YHDP Innovative Activities for review and approval by TPCH Youth Action Committee due via email to tpch-nofo@tucsonaz.gov by 11:59PM. Written request due via email to tpch-nofo@tucsonaz.gov by 11:59PM to utilize forms of documentation other than eLOCCCS drawdowns as proof of expenditure. Please see Appendix E for specific instructions.
December 8, 2025	FY 2025 Performance Score Card disputes due to tpch-nofo@tucsonaz.gov by 11:59PM for resolution by the CoC Lead and HMIS Lead.
December 11, 2025	FY 2025 New and Renewal Project Applications Due in eSNAPS, TPCH Application Supplement due to Neighborly application portal by 11:59PM. Letters of intent for YHDP Renewal / Replacement Activities for review and approval by TPCH Youth Action Committee due with the application as an attachment.
December 15, 2025	Responses to Threshold Review sent to recipients for correction within two business days.
December 17, 2025	Corrections requested from Threshold Review due back to Continuum of Care Lead.
December 18-22nd, 2025	Review panels conducted.
December 22, 2024	FY 2025 Preliminary Project Ranking and Notice of New Project Acceptance/Rejection Released. Ranking appeal submissions open here.
December 24, 2025	Submissions for appeals to Preliminary Project Ranking closes at 11:59PM.
December 25, 2025	Christmas Day- City of Tucson offices will be closed
December 29, 2025	TPCH Board and Lived Experience Council meets to Hear Appeals, Finalize Project Ranking.

December 30, 2025	Projects and public notified outside of eSNAPS about final Project Ranking, including acceptance, rejection, and reductions.
January 1, 2025	New Years Day- City of Tucson Offices will be closed.
January 5, 2025	Virtual Community Input Sessions for Consolidated Application. Registration links will be posted at tpch.net/fy25NOFO/
January 9, 2025	TPCH Board and Lived Experience Council meets to approve Consolidated community application. NOFO Response Posted for Public Viewing to tpch.net/fy25NOFO/
January 12, 2025	**Consolidated community application submitted to HUD by CoC Lead.**

CoC Renewal Project Applications

Safe Haven, Transitional Housing, Permanent Supportive Housing serving all ages, HMIS, and Supportive Services Only projects are eligible for renewal through this competition. Rapid rehousing projects are eligible for voluntary and involuntary reallocation to Transitional Housing projects, which will be . **CoC Renewal project applications are due by 11:59pm Arizona time on December 11, 2025.**

 YHDP Renewal and Replacement Project Applications are *now competitive* but have additional information for submission in the linked section of this document for reference.

Late or incomplete applications will be rejected.

Application completeness is the sole responsibility of the applicant. Applications will be reviewed by the CoC Lead Agency and applications found to have minor omissions, may be given the opportunity to submit corrected and complete documents. If corrections are not submitted by the deadline, the application will be rejected as late.

Renewal Application Materials

Project applications must be submitted electronically through Neighborly. The CoC renewal project application consists of two parts. These include:

1. ESNAPS Renewal Project Application: Projects must complete and submit the HUD Renewal Project Application including all required standard forms, certifications, and attachments. The HUD Renewal Project Application is submitted online using HUD's web-based *eSNAPS* platform and is available at https://eSNAPS.hud.gov/grantium/frontOffice.jsf.
2. Completed TPCH Application: Project applicants must complete and submit the FY 2025 Continuum of Care Program local application via the Neighborly Application

Portal on or before the application deadline. The supplemental questionnaire has been shortened this year due to a condensed timeline and shifting priorities. However, the application must still be submitted, which includes required attachments (see below). Please see Appendix E for all required documents.

The CoC Lead Agency will ensure that all submissions are complete and accurate. If a submission is found to contain inaccuracies, the CoC Lead Agency will notify the primary and secondary contacts identified in the project application. Corrections shall be submitted according to the process for addressing inaccuracies and minor omissions described above. Any additional documents not described above that are submitted will be disregarded; please only submit the above documents with the listed naming conventions to complete your application.

Renewal Project Threshold Review

The COC Lead Agency will conduct threshold review on all project applications to verify that applicants are eligible to apply for the project and that applicants and potential subrecipients meet the Project Eligibility Threshold Requirements and Project Quality Threshold Requirements defined in the FY 2025 CoC Program NOFO. New threshold requirements outlined in the FY 2025 CoC Program NOFO include HUD reserving the right to reduce or reject a project application on a pass/fail standard for the following reasons:

- Evidence that the project previously or currently conducts activities to subsidize or facilitate racial preferences or other forms of illegal discrimination or conducts activities that rely on or otherwise use a definition of "sex other than as binary in humans",
- Evidence that the project operates drug injection sites or "safe consumption sites" knowingly distribute drug paraphernalia, permit the use or distribution of illicit drugs, or conduct any of these activities under the pretext of "harm reduction".

The CoC Lead Agency will additionally confirm that renewal projects applying under the SH, TH and PSH project components have met the local Coordinated Entry threshold requirement by committing to fill 100% of project openings through Coordinated Entry.

The threshold review shall result in a Pass/Fail determination and may identify opportunities for improvement which will be compiled and sent to the project applicant and the non-conflicted officers of the TPCH CoC Board to enable each applicant to present the strongest possible application to HUD. Project applicants will have two business days to make corrections/edits to the originally submitted proposals in response to requests for threshold clarifications. After the second business day, project applications with unresolved threshold deficiencies will be forwarded to non-conflicted officers of the TPCH CoC Board who will make the final decision as to whether the project will be deemed to have met threshold or will be involuntarily reallocated because of failure to meet threshold requirements.

All project applications which meet threshold requirements will be forwarded to the Independent Review Panel for project ranking.

Consolidation Projects

Eligible renewal project applicants can consolidate two or more eligible renewal projects (but no more than ten projects) into one project during the application process. The projects being combined during a grant consolidation will continue uninterrupted. To be eligible for consolidation, projects must have the same recipient and be for the same component.

Applicants seeking to form a consolidation project shall follow the application process and requirements outlined for CoC Renewal projects for each project included in the consolidation as described above indicating the applicant's intent to consolidate the existing projects in both the *eSNAPS* renewal application and TPCH Local Application.

HUD will not permit a transitional housing and a permanent housing project to consolidate to form a Joint TH and PH-RRH component project and will not allow the consolidation of YHDP renewal project(s) with non-YHDP projects. Additionally, transition grants and YHDP replacement project applications cannot use the consolidation process in the FY 2025 CoC Program Competition.

Applicants intending to use the consolidation process to combine eligible renewal projects may do so through the renewal project application and must ensure:

- Budget Line Items for the consolidated project application submitted must exactly match the sum of the BLIs for each of the individual projects as they appear on the AZ-501 Grants Inventory Worksheet (GIW) or grant agreement as amended
- Expiring grant numbers with operating start and end dates for the projects that are consolidating must be included
- Current operating end dates must end in Calendar Year 2026
- Projects being consolidated must have same recipient and be for the same component type
- Project must be in good standing with HUD, meaning none of the projects have:
    - Outstanding audit or monitoring findings
    - Outstanding obligation to HUD that is in arrears
    - Unresolved construction delays
    - History of poor financial management/drawdown issues
    - History of low occupancy levels, or lack experience in administering the project type
    - Other capacity issues

To apply for a consolidated grant, applicants must complete separate renewal project applications for each of the grants that are proposed to be consolidated in e-snaps. Project

applications that are proposed to be consolidated will be ranked, and *if all those grants are selected for funding*, HUD will award the single consolidated grant. If one of the grants proposed to be consolidated is found to be ineligible for consolidation or is not selected, HUD will award all grants that are eligible for renewal and selected as separate grants.

Applicants interested in applying to consolidate two or more renewal project grants should review the FY 2025 CoC Program NOFO for additional information and requirements.

Renewal Project Performance Score Card

Project performance accounts for 67% of the project's rating score and reflect data submitted within the Homeless Management Information System as of June 30, 2025.

For a full description of performance measures included in the CoC Renewal Project Performance Score Card, consult the Evaluation Criteria section of this document.

New CoC Project Applications

All applications for new projects must be submitted no later than 11:59PM Arizona time on December 11, 2025.

Late or incomplete applications will be rejected.

Application completeness is the sole responsibility of the applicant. Applications will be reviewed by the CoC Lead Agency and applications found to have minor omissions, may be given the opportunity to submit corrected and complete documents. If corrections are not submitted by the deadline, the application will be rejected as late.

Project applications may be submitted to develop new or expand existing CoC and non-CoC projects through CoC Bonus, Domestic Violence Bonus, and Reallocated funds (if available).

New Projects Created Through Reallocation or CoC Bonus Funds

Applications will be accepted for the following type(s) of new projects created through reallocation or CoC Bonus funds:
- Supportive Services Only – Street Outreach (these projects will be funded by CoC bonus alone, and not by reallocation)
- Transitional Housing (funded by both CoC Bonus and reallocation).

In addition to applications to develop new projects through Reallocation and Transition or CoC Bonus funds, current CoC grantees may submit new project applications to expand existing CoC

or non-CoC project types which are allowable as described in this process document. For FY25 the TPCH board voted to **reallocate all Rapid Rehousing projects** to Transitional Housing projects. Applicants interested in applying for CoC Bonus funds to expand existing projects should consult the information provided under the Expansion Projects heading below.

Applicants seeking new project funding through reallocation or CoC Bonus funds should consult the Local Priorities heading above and the FY 2025 CoC Program NOFO.

Threshold for New Projects Created Through CoC Bonus, DV Bonus, and Reallocation Funds

New projects will be required to meet the following requirements on a pass / fail basis to advance to the review panel:

- Demonstration of leverage of housing and/or healthcare resources not funded through the CoC or ESG Programs via formal letters of commitment:
  - For TH projects, the leveraged resources provide at least 25 percent of the units included in the project;
  - In the case of an organization that provides substance use disorder treatment or recovery services, the leveraged resource provides access to all participants who qualify for those services; or in the case of healthcare or behavioral health resources, the value of assistance being provided is at least an amount that is equivalent to 25 percent of the funding being requested by the project. Value of services in comparison to overall budget should be explicit in uploaded letters and documents.
- Demonstration of service participation requirements via occupancy contracts or agreements,
- Demonstration of 40 hours of supportive services per client, per week shown in program design,
- Demonstration that applicant has some experience operating a transitional housing program or other homeless project, and will leverage other public and private resources.
- Certification that the project will not conduct activities to subsidize or facilitate racial preferences or other forms of illegal discrimination or conducts activities that rely on or otherwise use a definition of "sex other than as binary in humans",
- Certification that the project will not operate drug injection sites or "safe consumption sites" knowingly distribute drug paraphernalia, permit the use or distribution of illicit drugs, or conduct any of these activities under the pretext of "harm reduction".
- Demonstration of reaching specific performance thresholds outlined on page 57 of the NOFO via an upload of exported data reports from the HMIS or another database.

TPCH strongly recommends that applicants for any grants that are not transition grants (renewals, CoC Bonus, or DV Bonus) to utilize available grant terms that are longer than one

year. In the event of later than usual award and grant execution, longer grant terms will provide more time to hire staff, deliver services, and expend funds.

New Projects Created Through DV Bonus Funds

Please note that in 2022, the reauthorization of the Violence Against Women Act (VAWA) updated the definition of domestic violence to also include experiences of economic and technological abuse. Agencies proposing projects to serve this population can review Appendix Item E: VAWA Letter for ESG and CoC Grantees.

Applications will be accepted for the following types of new projects created through DV Bonus funds:

- Transitional Housing component projects dedicated to serving survivors of domestic violence, dating violence, or stalking who are defined as homeless under 24 CFR 578.3.

Applications for projects through the DV Bonus must demonstrate that the projects will use trauma-informed, victim-centered approaches to meet the housing and safety needs of participants.

In addition to applications to develop new projects through DV Bonus funds, applicants may submit new project applications to expand existing Transitional Housing projects. Expansion project applications may expand projects already dedicated to serving survivors of domestic violence, dating violence, stalking who are defined as homeless under 24 CFR 578.3. Applicants may also apply to expand an existing renewal project in accordance with the FY 2025 NOFO that is not dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that meet the definition of homeless in paragraph (4) of 24 CFR 578.3 to dedicate additional units, beds, persons served, or services provided to existing program participants to this population. Applicants seeking DV Bonus funds to expand existing projects should consult the information provided under the Expansion Projects heading below as well as the TPCH Service Standards for Domestic Violence Projects posted at https://tpch.net/tpch-public-documents/?doc=tpch-governing-docs/#div_block-526-10802.

Applicants seeking new project funding through DV Bonus funds should consult the Local Priorities heading above and the FY 2025 CoC Program NOFO for detailed information and requirements.

Trauma-Informed, Victim-Centered Approaches
New project applicants requesting funds under the DV Bonus category must use trauma-informed, victim-centered approaches to meet the needs of DV survivors by:

- Prioritizing participant choice and rapid placement and stabilization in housing consistent with the participants' preferences

- Establishing and maintaining an environment of agency and mutual respect (e.g. the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials)
- Providing program participants access to information on trauma (e.g. training staff on providing program participants with information on trauma)
- Placing emphasis on the participants' strengths, strength-based coaching, questionnaires, and assessment tools include strength-based measures, case plans include assessments of program participants' strengths and works towards goals and aspirations
- Delivering opportunities for connection for program participants (e.g. groups, mentorships, peer-to-peer, spiritual needs)
- Offering support for parenting (e.g. parenting classes, childcare)

Meeting the Needs of DV Survivors

New project applicants requesting funds under the DV Bonus category must be designed to ensure that the permanent housing and safety needs of DV survivors are met. Proposed projects must adhere to the TPCH Service Standards for Domestic Violence Projects posted at https://tpch.net/tpch-public-documents/?doc=tpch-governing-docs/#div_block-526-10802 and include:

- Child custody
- Legal services
- Criminal history
- Bad credit history
- Education

- Job training
- Employment
- Physical/mental healthcare
- Drug and alcohol treatment
- Childcare

Required attachments that will speak to the applicant's ability to serve this population are described in detail in the New Project Application Materials section.

Expansion Projects

Transitional housing renewal project applicants may submit a new project application to expand its current operations by adding units, beds, persons served, services provided to existing program participants, or in the case of HMIS, increase the current HMIS activities within the CoC's geographic area.

New project expansion applications that are submitted to expand an eligible renewal CoC Program-funded project may only request a 1-year grant term, regardless of the project type.

Project applicants that intend to submit a new project application for the purposes of expanding an eligible CoC Program renewal project must:

- Enter the grant number of the project that is eligible for renewal that the project applicant requests to expand on the new project application
- Indicate how the new project application will expand units, beds, services, persons served, or services provided to existing program participants, or in the case of HMIS or SSO-Coordinated Entry projects, how the current activities will be expanded for the CoC's geographic area
- Ensure the funding request for the expansion grant is within the funding parameters allowed under the reallocation or bonus funding amounts available

To apply for an expansion grant, project applicants must submit separate renewal and new project applications in eSNAPS. The renewal and new projects will be reviewed separately by the CoC. If the new expansion project is ranked by the CoC and both projects are conditionally awarded by HUD, HUD will issue a single grant agreement encompassing the scope and budget of both projects.

Project applicants seeking to apply for Expansion Grant funding should review the FY 2025 CoC Program NOFO for additional information and requirements.

Required attachments that will speak to the applicant's ability to expand are described in detail in the New Project Application Materials section.

Transition Grants

Current CoC grantees can transition an existing component (e.g., Rapid Rehousing, Permanent Supportive Housing, and Safe Haven projects) to another component to Transitional Housing and Supportive Services Only – Outreach projects. For FY25 the TPCH board voted to **reallocate all Rapid Rehousing projects** to Transitional Housing projects. To take advantage of the transition grant, the project applicant must use the reallocation process to eliminate at least one existing eligible renewal component to a new eligible project component. The TPCH CoC Board has determined that eligible new project components during the FY 2025 CoC Program Competition are Transitional Housing and Supportive Services Only – Street Outreach Projects.

The term of the new grant must be for 1 year. A project applicant can transition more than one existing component to create a new component provided all the following requirements are met:

- The project applicant for the new grant is the same as the recipient for the eligible renewal grant(s) being eliminated
- The project applicant provides the grant number(s) of the project(s) being eliminated to create the new project

- A copy of the most recently awarded project application(s) of the projects being eliminated through reallocation to create the new project is attached in the new project application. In most cases, this is the previous fiscal year project application

To create a Transition Grant, the CoC must wholly eliminate one or more projects and use those funds to create the single, new transition grant. Transition grants in this Competition are eligible for renewal in subsequent fiscal years for eligible activities of the new program component.

To be eligible to receive a transition grant, the renewal project applicant must have the consent of the Continuum of Care and meet the standards outlined the FY 2025 CoC Program NOFO.

Transition grants cannot use the consolidation process described in the FY 2024 CoC Program Competition and must meet all FY 2025 CoC Program eligibility and threshold requirements in the FY 2025 CoC Program NOFO as well as commit to filling 100% of project openings through Coordinated Entry. If conditionally selected for a transition grant by HUD,

- The operating year start date of the new grant will be the date after the end of the pervious grant term for the expiring component
- If more than one eligible renewal project was reallocated to create a single transition grant, HUD will use the day after the end of the earliest expiring grant term
- The project will have 1 year to fully transition from the original component to the new component that must take place during the normal operating year.

For a new project to be considered a transition grant:

- The applicant for the new project must be the same recipient for the eligible renewal grant(s) being eliminated
- The applicant must provide the grant number(s) of the projects being eliminated to create the new project
- The applicant must attach a copy of the most recently awarded project application

If HUD determines that a new project that applied to be a transition grant does not qualify to be a transition grant, but meets all other new project requirements, HUD may award the project as a new project that is not a transition grant. In these instances, the recipient will not be permitted to expend any funds on activities not included in the new project application.

Project applicants seeking funding for a Transition Grant should review the FY 2025 CoC Program NOFO for additional information and requirements.

New Project Application Materials

The application for new projects will consist of two parts. These include:

1. ESNAPS New Project Application: Projects must complete and submit the HUD New Project Application including all required standard forms, certifications, and attachments. The HUD New Project Application is submitted online using HUD's web-based *eSNAPS* platform and is available at https://eSNAPS.hud.gov/grantium/frontOffice.jsf. New project applications for transition grants require all materials described in Renewal Applications section of this document.

2. Completed TPCH Application: Project applicants must submit the completed TPCH Application for the applicable project type.

Please see Appendix Item E for all required local competition required documents.

Note Regarding Performance Score Card for Transition Grants: Applicants submitting new project applications for Transition Grants will be evaluated using TPCH CoC Performance Score Card based on the currently approved project component as described under the Renewal Project Application Materials heading above.

New Project Review and Selection Process

The TPCH CoC Lead Agency will conduct a threshold review of all new project applications to verify that applicants are eligible to apply for the project and that applicants and potential subrecipients meet the Project Eligibility Threshold Requirements and Project Quality Thresholds defined in the FY 2025 CoC Program NOFO.

The CoC Lead Agency will additionally confirm that new project applicants have met the local Coordinated Entry threshold requirement by committing to filling 100% of project openings through Coordinated Entry in the TPCH Local Application.

The threshold review shall result in a Pass/Fail determination and may identify opportunities for improvement which will be compiled and send to the project applicant and the non-conflicted officers of the TPCH CoC Board to enable each applicant to present the strongest possible application to HUD. Project applicants will have two business days to make corrections/edits to the originally submitted proposals in response to requests for threshold clarifications. After the second business day, project applications with unresolved threshold deficiencies will be forwarded to non-conflicted officers of the TPCH CoC Board who will make the final decision as to whether the project will be deemed to have met threshold or will be rejected.

Consolidation Project and Transition Grant applications which pass threshold review will be automatically forwarded to the Independent Review Panel(s) for ranking.

All other new project applications which meet threshold requirements will be forwarded to the applicable Independent Review Panel(s)for selection, rating, and ranking as described under the Work of the Independent Review Panel(s) section of this document.

Youth Homelessness Demonstration Program (YHDP) Competitive Replacement Projects

The FY 2025 CoC Program NOFO allows the competitive renewal or replacement of YHDP projects ending in Calendar Year 2026. Organizations interested in applying for CoC funds to create new or expanded projects dedicated to youth may only apply for funds reallocated from another YHDP project.

YHDP Renewal Project Applications

Current YHDP projects may competitively apply to renew programs authorized in the FY18 Youth Homelessness Demonstration Project award and renewed through the FY 2024 Continuum of Care Program. YHDP applicants interested in applying for renewal are advised to consult the FY 2025 CoC Program NOFO for more information. Since YHDP Renewal is competitive, please refer to the CoC Renewal Project Applications section of this document.

YHDP Replacement Project Applications

Current YHDP projects may competitively apply to replace services authorized in the FY18 Youth Homelessness Demonstration Project award and renewed through the FY 2024 Continuum of Care Program with services that are more needed in the community and may be subject to the approval of the TPCH Youth Action Committee (if applying for Innovative Activities). For FY25 the TPCH board voted to **reallocate all YHDP PSH projects** to Transitional Housing projects. YHDP applicants interested in applying for replacement activities are advised to consult the FY 2025 CoC Program NOFO to ensure proposed replacement activities and costs are eligible, and that replacement application requirements are fully met before submitting the Federal *eSNAPS* application.

The YHDP replacement project application consists of two or three parts. These include:

1. TPCH Local Application: local application must have all required attachments.
2. ESNAPS YHDP Replacement Project Application: Projects must complete and submit the HUD YHDP Replacement Project Application including all required standard forms, certifications, and attachments. The HUD Replacement Project Application is submitted online using HUD's *eSNAPS* platform and is available at https://eSNAPS.hud.gov/grantium/frontOffice.jsf.
3. Authorization for Replacement Activities, if applicable: YHDP projects must obtain formal approval from the TPCH Youth Action Committee if applying for YHDP

Innovative Activities. The CoC Lead will obtain confirmation of authorization from the TPCH Youth Action Committee in the form a letter of support from the committee indicating approval or rejection.

YHDP Special Activities: YHDP applicants interested in retaining or initiating new special activities should consult the FY 2025 CoC Program NOFO. YHDP Renewal and YHDP Replacement projects may submit applications that include the special YHDP activities in addition to activities eligible under the CoC program. The following activities are ineligible under the CoC Program but can be included in YHDP Projects. Innovative activities may also be added, but only with permission from the Youth Action Committee and with written notice to the Deputy Assistant Secretary for Special Needs via the project application subject to the conditions specified in the FY 2025 CoC Program NOFO.

Applicants requesting authorization for <u>innovative</u> (only) special activities must email a one-page letter of interest which includes the following information to tpch-nofo@tucsonaz.gov no later than 11:59pm Arizona time on Thursday, December 4, 2025.

- Name of the Current YHDP Project
- Current Activities Proposed for Renewal / Replacement
- New Activities Proposed for Inclusion
- Rationale for Replacement (Community/Participant Need) and Anticipated Benefit
- Any Changes to the Number of Youth Served by the Project Resulting from Replacement

The TPCH Youth Action Committee will review requests for YHDP Replacement Activities at a meeting to be scheduled. Organizations submitting requests for YHDP replacement activities are required to have at least one representative present who can answer questions regarding the project's current activities, proposed replacement activities, and budget.

Failure to attend the scheduled Youth Action Committee meeting will result in rejection of YHDP replacement activity requests.

YHDP Reallocation Through Replacement Project Applications

Current YHDP projects may competitively apply to reallocate projects authorized in the FY18 Youth Homelessness Demonstration Project award and renewed through the FY 2024 Continuum of Care Program through the YHDP Replacement process. For FY25 the TPCH board voted to **reallocate all YHDP PSH projects** to Transitional Housing projects. YHDP applicants interested in applying for reallocation are advised to consult the FY 2025 CoC Program NOFO for more information before submitting the Federal eSNAPS application.

The YHDP replacement project application consists of two or three parts. These include:

1. TPCH Local Application: local application must have all required attachments.

2. **eSNAPS YHDP Replacement Project Application:** Projects must complete and submit the HUD YHDP Replacement Project Application including all required standard forms, certifications, and attachments. The HUD Replacement Project Application is submitted online using HUD's eSNAPS platform and is available at https://eSNAPS.hud.gov/grantium/frontOffice.jsf.
3. **Authorization for Replacement Activities, if applicable:** YHDP projects must obtain formal approval from the TPCH Youth Action Committee <u>if applying for YHDP Innovative Activities.</u> The CoC Lead will obtain confirmation of authorization from the TPCH Youth Action Committee in the form a letter of support from the committee indicating approval or rejection.

YHDP Special Activities: YHDP applicants interested in retaining or initiating new special activities should consult the FY 2025 CoC Program NOFO. YHDP Renewal and YHDP Replacement projects may submit applications that include the following special YHDP activities in addition to activities eligible under the CoC program. The following activities are ineligible under the CoC Program but can be included in YHDP Projects. Innovative activities may also be added, but only with permission from the Youth Action Committee and with written notice to the Deputy Assistant Secretary for Special Needs via the project application subject to the conditions specified in the FY 2025 CoC Program NOFO.

Applicants requesting authorization for <u>innovative (only)</u> special activities must email a one-page letter of interest which includes the following information to tpch-nofo@tucsonaz.gov no later than 11:59pm Arizona time on Thursday, December 4, 2025.

- Name of the Current YHDP Project
- Current Activities Proposed for Renewal / Replacement
- New Activities Proposed for Inclusion
- Rationale for Replacement (Community/Participant Need) and Anticipated Benefit
- Any Changes to the Number of Youth Served by the Project Resulting from Replacement

The TPCH Youth Action Committee will review requests for YHDP Replacement Activities at a meeting to be scheduled. Organizations submitting requests for YHDP replacement activities are required to have at least one representative present who can answer questions regarding the project's current activities, proposed replacement activities, and budget.

Failure to attend the scheduled Youth Action Committee meeting will result in rejection of YHDP replacement activity requests.

YHDP Application Required Documents

Please see the Appendix E for all required documents.

YHDP Expansion Project Applications

YHDP projects that have been renewed in a previous NOFO may be reallocated to create one or more projects with a new recipient. Expansion YHDP projects can only apply for funds reallocated from another YHDP project to serve the same subpopulation as described in the FY 2025 CoC Program NOFO. Applicants interested in applying for special YHDP activities are advised to consult the FY 2025 CoC Program NOFO to ensure proposed activities and costs are eligible, and that replacement application requirements are fully met before submitting the Federal eSNAPS application.

The YHDP expansion project application consists of three parts. These include:

1. TPCH Local Application: local application must have all required attachments.
2. eSNAPS YHDP Replacement Project Application: Projects must complete and submit the HUD YHDP Replacement Project Application including all required standard forms, certifications, and attachments. The HUD Replacement Project Application is submitted online using HUD's eSNAPS platform and is available at https://eSNAPS.hud.gov/grantium/frontOffice.jsf.
3. Authorization for Replacement Activities: YHDP projects must obtain formal approval from the TPCH Youth Action Committee if applying for YHDP Replacement Activities. The CoC Lead will obtain confirmation of authorization from the TPCH Youth Action Committee in the form a letter of support from the committee indicating approval or rejection.

Please see the Appendix E for all required documents.

YHDP Special Activities: YHDP applicants interested in retaining or initiating new special activities should consult the FY 2025 CoC Program NOFO. YHDP Renewal and YHDP Replacement projects may submit applications that include special YHDP activities in addition to activities eligible under the CoC program. These special activities are ineligible under the CoC Program but can be included in YHDP Renewal and YHDP Projects. Innovative activities may also be added, but only with permission from the Youth Action Committee and with written notice to the Deputy Assistant Secretary for Special Needs via the project application subject to the conditions specified in the FY 2025 CoC Program NOFO.

Applicants requesting authorization for _innovative_ (only) special activities must email a one-page letter of interest which includes the following information to tpch-nofo@tucsonaz.gov no later than 11:59pm Arizona time on Thursday, December 4, 2025.

- Name of the Current YHDP Project
- Current Activities Proposed for Renewal / Replacement
- New Activities Proposed for Inclusion

- Rationale for Replacement (Community/Participant Need) and Anticipated Benefit
- Any Changes to the Number of Youth Served by the Project Resulting from Replacement

The TPCH Youth Action Committee will review requests for YHDP Replacement Activities at a meeting to be scheduled. Organizations submitting requests for YHDP replacement activities are required to have at least one representative present who can answer questions regarding the project's current activities, proposed replacement activities, and budget.

Failure to attend the scheduled Youth Action Committee meeting will result in rejection of YHDP replacement activity requests.

YHDP Renewal and Replacement Project Threshold Review

The TPCH CoC Lead Agency will conduct a threshold review of all YHDP renewal and replacement project applications to verify that applicants are eligible to apply for the project, that applicants and potential subrecipients meet the Project Eligibility Threshold Requirements and YHDP Eligible Activity requirements defined in the FY 2025 CoC Program NOFO.

The threshold review shall result in a Pass/Fail determination and may identify opportunities for improvement which will be compiled and sent to the project applicant and the non-conflicted officers of the TPCH CoC Board to enable each applicant to present the strongest possible application to HUD. Project applicants are instructed to make corrections/edits within two business days.   New threshold requirements outlined in the FY 2025 CoC Program NOFO include HUD reserving the right to reduce or reject a project application on a pass/fail standard for the following reasons:

- Evidence that the project previously or currently conducts activities to subsidize or facilitate racial preferences or other forms of illegal discrimination or conducts activities that rely on or otherwise use a definition of "sex other than as binary in humans",
- Evidence that the project operates drug injection sites or "safe consumption sites" knowingly distribute drug paraphernalia, permit the use or distribution of illicit drugs, or conduct any of these activities under the pretext of "harm reduction".

All eligible YHDP Renewal and Replacement project applications will be ranked and rated for inclusion in the Priority List and transmitted to HUD as part of TPCH's request for funds.

Project Ranking Process

New and renewal projects will be ranked into two tiers in priority order by the Independent Review Panel. Project ranking incorporates objective and qualitative rating scores; however,

the project ranking may re-order project prioritization recommendations to reflect community priorities and target populations are included in Tier 1. For FY25, the TPCH board voted to include exclusively HMIS, SSO-CE, and PSH renewal projects in Tier 1. PSH project ranking will still be determined by the Independent Review Panel. In addition to the performance scorecard, project ranking will reflect prioritization of site-based transitional housing located in Opportunity Zones in new transitional housing applications, and prioritization of projects which provide and require participation in on-site substance abuse treatment.

New CoC Bonus and DV Bonus project applications will be ranked at the discretion of the Independent Review Panel. If the Independent Review Panel re-orders its ranking recommendations from the rating results, a memorandum regarding the proposed re-ordering shall be submitted to the CoC Board by the CoC Lead Agency on behalf of the Independent Review Panel providing the rationale for the proposed ranking adjustments.

Preliminary evaluation results and project ranking will be distributed to the TPCH CoC Board and posted at tpch.net/fy25nofo/ on or before December 23, 2025.

The CoC Board shall review eligible appeals according to the process outlined under the Appeals section of this document. Based on the results of that review and other considerations at its discretion, the TPCH Board may adjust the final ranking at its meeting on December 29, 2025. The ranking decisions of the TPCH CoC Board are final.

Work of the Independent Review Panel(s)

The TPCH CoC Board appoints one or more Independent Review Panels to complete the rating and ranking process for response to the FY 2025 CoC Program NOFO . All projects that meet threshold are entered into a recommended order or priority.

Each review panel is comprised of not less than three community representatives who are recruited by the CoC Lead Agency from a list of organizations and individuals approved by the TPCH CoC Board. Review panels are selected to ensure a broad range of experience, knowledge, and expertise as it relates to the Continuum of Care funding, community strategies to address homelessness and/or domestic violence, and diversity of perspectives representative of the local community. All review panelists will:

- Be free of conflict of interest with regard to all organizations, and their subrecipients, applying through TPCH for HUD FY 2025 CoC Program funding as stated on the panel's conflict of interest form
- Receive an orientation to the CoC Program and an overview of community needs as it relates to current housing stock, gaps, and coordinated entry referral data, as well as information regarding the incidence, needs, and gaps related housing and services for survivors of domestic violence, dating violence, and stalking.

- Have access to project application documents and attachments submitted by each project assigned to the applicant, as well as a copy of this document and the FY 2025 CoC Program NOFO

All Independent Review Panel members are expected to independently review and evaluate each project application, providing scores based on the criteria described in the Evaluation Criteria section of this document.

The TPCH CoC Board anticipates forming multiple independent review panels for the purpose of the FY 2025 CoC Program funding competition. This approach allows for the recruitment of Review Panelists with relevant expertise and reduces the review burden on volunteer Review Panel members ensuring a more thoughtful and detailed review, rating, and ranking process.

The Combined Ranking Panel will meet to comparatively review priority lists established by the Review Panels and will approve a preliminary ranking order in two tiers comprised of all new and renewal project applications. Approval of the preliminary ranking order will be obtained through consensus or majority vote if consensus cannot be achieved.

Evaluation Criteria

TPCH CoC Project Performance Score Cards

The HMIS Lead will prepare the TPCH CoC Project Performance Score Card for all grants eligible for renewal, transition, or consolidation in the FY 2025 CoC Program funding competition excluding the CoC Planning grant, which is non-rated.

The TPCH CoC Project Performance Score Cards will be distributed through the TPCH email distribution list and posted online at tpch.net/fy25NOFO on or before December 1, 2025.

Evaluation Criteria

Performance Evaluation Criteria for all project application types are provided in the Appendices to this document and include:

- Appendix A: Renewal and Consolidation Evaluation Criteria
- Appendix B: New Project Evaluation Criteria, including Reallocation, Transition, and CoC Bonus
- Appendix C: DV Bonus Project Evaluation Criteria
- Appendix D: CoC Bonus and Renewal Project Evaluation Criteria (Supportive Services Only – Standalone / Supportive Services Only – Street Outreach)

Appeals

Applicants wishing to appeal a project's ranking placement must submit an appeal in writing using the online Appeals Form available at tpch.net/fy25NOFO on or before the date identified in the Key Dates section of this document. This appeals process refers to renewal and new project applications.

Eligible Appeals

The TPCH Board will only consider appeals resulting from the following:

- Verified conflicts of interest as defined in the TPCH Governance Charter available at https://tpch.net/tpch-public-documents/?doc=tpch-governing-docs/#div_block-526-10802, 24 CFR 578, and/or 2 CFR 200
- Violation of locally established rules as provided in this document and TPCH Governing Documents available at https://tpch.net/tpch-public-documents/?doc=tpch-governing-docs/#div_block-526-10802
- Technical breach of regulations established by HUD or other funding sources
- Technical error (such as mathematical miscalculation). Errors in application documents submitted by the project applicant and changes in project performance data reported after the HMIS completes the project's CoC Project Performance Score Card are the responsibility of the applicant and will not be considered as eligible appeals.

Appeal Review

To assure the ability of the TPCH CoC Board and the CoC Lead Agency to take effective action, appeals to recommendations made by the Independent Review Panels will be submitted to the CoC Lead Agency using the Appeals Form. The CoC Lead Agency will review the appeal and make an initial determination of appeal eligibility based on the eligible appeals described above. Appeals that do not appear to meet the definition of Eligible Appeals above will be marked ineligible by the CoC Lead Agency and forwarded to the non-conflicted officers of the TPCH CoC Board for final determination of eligibility. Appeals confirmed to be ineligible will not be forwarded to or considered by the TPCH CoC Board.

As described under the Project Ranking Process section of this document, the TPCH CoC Team will review all eligible appeals on December 29, 2025, meeting and may adjust performance scores and/or project rankings, if appropriate. Appellants will be notified of the results of their appeal no later than December 30, 2025. The decisions of the TPCH CoC Board are final.

Applicant Resources

HUD has released several resources to assist project applicants in the completion of FY 2025 CoC Program project applications.

HUD FY 2025 CoC Program Competition Home Page including Federal Project Applications, Detailed Instructions, and Navigational Guides
Continuum of Care Program | HUD.gov / U.S. Department of Housing and Urban Development (HUD)

HUD eSNAPS Grant Application Portal (Federal Grant Application) /eSNAPS 101 & 201 Toolkits
https://www.hudexchange.info/programs/e-snaps/

Getting Started In e-snaps Checklist
https://files.hudexchange.info/resources/documents/Checklist-to-Get-Started-in-e-snaps.pdf

Putting the Applicant Profile in Edit-Mode
https://files.hudexchange.info/resources/documents/Updating-the-Applicant-Profile.pdf

Completing HUD Form 2880 in eSNAPS
https://files.hudexchange.info/resources/documents/How-to-Complete-the-HUD-Form-2880-in-e-snaps.pdf

Add and Delete Registrants in eSNAPS
https://files.hudexchange.info/resources/documents/Give-Staff-Access-to-Your-Organizations-e-snaps-Account.pdf

All required application resources can be accessed via the Neighborly portal, tpch.net/fy25NOFO, or hyperlinks in this document. Please send any questions to tpch-nofo@tucsonaz.gov.

Technical Assistance and Contact Information

For additional questions related to the FY 2025 CoC Program Funding Competition in Tucson/Pima County, please contact:

For questions related to HMIS Data and/or Coordinated Entry participation, please contact: Pima County HMIS
HMISHelp@pima.gov

For all other questions, please contact: TPCH Collaborative Applicant
tpch-nofo@tucsonaz.gov

Appendix A: Renewal and Transition Evaluation Criteria

Safe Haven, Transitional Housing, Permanent Supportive Housing Components (Maximum Points Available = 275)

This scorecard includes evaluation criteria and scoring procedures for CoC Renewal Project Applications for housing projects. New projects formed through consolidation or transition grant processes during the FY 2025 CoC Program funding competition shall be evaluated based on the performance of all project activities occurring during the twelve-month reporting period including the expired project component (transition grants) and/or legacy projects that merged (consolidation grants).

OBJECTIVE SCORING CRITERIA: Projects will be evaluated based on objective scoring criteria based on its contribution to system performance including project performance outcomes associated with HUD system performance measures, participation in Coordinated Entry, and participation in the CoC. Bonus points will be awarded based on the percentage of households with complex service needs related to justice involvement, active substance use/abuse, domestic violence, and chronic homelessness. Objective scoring criteria account for 185 points (67%) of 275 points total.

Please refer to the "Data Source" section of each performance measure to understand how these values are calculated and from which report they originate. The data backup sheet on the performance scorecard will also reflect these data sources.

Objective Scoring Criteria: Exits to Permanent Housing **Max Points:** 20	Extent to which persons served between 7/1/24 and 6/30/25 exited to permanent housing. Persons refers to all adults and children served. Calculation Methodology: Percentage of all leavers which exited to positive housing destinations between 7/1/24 and 6/30/25. Calculation Universe: Leavers with project exits between 7/1/24 and 6/30/25. Data Source: Questions 5a5 (leavers) and 23c (exit destination - all persons) from the CoC Annual Performance Report (APR).	100%	20 points
		90 – 99.99%	18 points
		80 – 89.99%	16 points
		70 – 79.99%	14 points
		60 – 69.99%	12 points
		50 – 59.99%	10 points
		40 – 49.99%	8 points
		30 – 39.99%	6 points
		20 – 29.99%	4 points
		10 – 19.99%	2 point
		0 – 9.99%	0 points

Objective Scoring Criteria: Increased Employment Income	Extent to which adult persons served between 7/1/24 and 6/30/25 increased employment income from start to annual assessment or exit.	40 – 100%	50 points
		36 – 39.99%	45 points
		32 – 35.99%	40 points
		28 – 31.99%	35 points
		24 – 27.99%	30 points

| Max Points: 50 | Calculation Methodology: Percentage of adult persons with annual assessments or exits indicating an increase in employment income from start to assessment or exit.

Calculation Universe: Adult leavers with project exits between 7/1/24 and 6/30/25; adult stayers with annual assessments completed or due between 7/1/24 and 6/30/25.

Data Source: Questions 5a6 (# adult leavers), 5a9 (# adult stayers), 19a1(stayers), and19a2 (leavers) in CoC APR. | 20 – 23.99% | 25 points |
		16 -19.99%	20 points
		12 – 15.99%	15 points
		8 – 11.99%	10 points
		4 – 7.99%	5 points
		0 – 3.99%	0 points

| Contribution to Coordinated Entry: Type of Population Served Aligns with Community Priorities/Needs

Max Points: 35 | Extent to which project complied with requirement that new project entries be referred by TPCH Coordinated Entry system during the period of 7/1/24 – 6/30/25.

Calculation Methodology: Percentage of all household project entries occurring during the period of 7/1/24 – 6/30/25 which were referred by the TPCH Coordinated Entry system (including system-initiated transfer referrals).

Exempted Projects: The Safe Haven project and RRH projects dedicated for persons fleeing or attempting to flee domestic violence are exempted from this requirement and shall not have points apply until the Coordinated Entry system has operationalized a methodology for referral to these projects.

Data Source: Client Served and Referral Reports. | 100% | 35 points |
		90 – 99.99%	30 points
		80 – 89.99%	25 points
		70 – 79.99%	20 points
		60 – 69.99%	15 points
		50 – 59.99%	10 points
		40 – 49.99%	5 points
		0 – 39.99%	0 point

| Objective Scoring Criteria: Rapid Placement in Housing

Max Points: 15 | Extent to which new project entries between 7/1/24 and 6/30/25 rapidly entered permanent housing (moved-in).

Calculation Methodology: Average number of days enrolled in project before date of permanent housing move-in date. | 0-30 days | 15 points |
		31 – 60 days	11 points
		61 – 90 days	7 points
		91 – 100 days	3 points
		101 days or longer	0 points

	Calculation Universe: All persons with project start dates between 7/1/24 and 6/30/25 excluding persons which entered after 3/22/25 and did not complete permanent housing move-in by 6/30/25. New project entries who exited with no move-in date are excluded. Data Source: Question 22c (length of time between project start date and housing move-in date) in the CoC APR and the Housing Move In Report.		

Objective Scoring Criteria: Returns to Homelessness **Max Points:** 50	Extent to which all leavers served between 7/1/23 and 6/30/24 returned to homelessness within 12 months. Calculation Methodology: Percentage of all leavers who exited to permanent housing destinations between 7/1/23 and 6/30/24 and who returned to homelessness within 12 months of exit. Projects with no leavers during the previous performance period will be marked as N / A. Calculation Universe: All leavers with project exit dates between 7/1/23 and 6/30/24 who exited to permanent housing destinations. Calculation Variation for New Projects Which Began After 6/30/24: New projects which began after 6/30/24 are exempted from this requirement and will not have points apply except in the case of projects created through transition or consolidation which shall be measured on the combined total of the legacy project(s) from which the new project was created. Data Source: Question 23c less children (exit destination – all persons) of the CoC APR and Client Served Report (returns to homelessness).	0 – 9.99% 10 – 19.99% 20 – 29.99% 30 – 39.99% 40 – 49.99% 50 – 59.99% 60 – 69.99% 70 – 79.99% 80 – 89.99% 90 – 99.99% 100%	50 points 45 points 40 points 35 points 30 points 25 points 20 points 15 points 10 points 5 points 0 points

Contribution to Coordinated Entry: Access Point Participation **Max Points:** 5	Extent to which the project applicant acted as a Public Coordinated Entry Access Point during the period of 7/1/24 – 6/30/25. Calculation Methodology: Participated as a Public Access Point for TPCH Coordinated Entry for the full 12-month period of 7/1/43 – 6/30/25. Data source: demonstrated participation confirmed by the CoC Lead.	Public Access Point	5 points
		Not a Public Access Point	0 points

Contribution to System Performance: Unit Utilization **Max Points:** 5	Extent to which project maintained full utilization of units and/or beds proposed in approved CoC project application during quarterly Point in Time Count nights occurring during the period of 7/1/24 – 6/30/25. Calculation Methodology: Number of quarterly Point in Time Count nights in which project reported 100% unit utilization and/or 100% bed utilization. Calculation Universe: All year-round units and beds indicated in FY 2023 Continuum of Care Program project application. Calculation Variation for Congregate Site Projects (SH): The Safe Haven project shall be evaluated on utilization of year-round beds only. Data Source: FY 2023 Project Applications and questions 7b (Point in Time Count of Persons on the last Wednesday) and 8b (Point in Time Count of Households on the last Wednesday) in the CoC APR.	4 quarters	5 points
		3 quarters	3 points
		2 quarters	2 points
		1 quarter	1 point
		0 quarters	0 points

Objective Scoring Criteria: Voting Membership **Max Points:** 5	**Voting Membership:** Extent to which project applicant maintained voting membership in TPCH during the period of 7/1/24 – 6/30/25. Calculation Methodology: Number of months during which project applicant held voting privileges in the Tucson Pima Collaboration to End Homelessness. Data Source: TPCH Voting Member Rosters and General Council Meeting Minutes.	12 months 9-11 months 6-8 months 3-5 months <3 months	5 points 8 points 6 points 3 points 0 points

QUALITATIVE SCORING CRITERIA: Projects will be evaluated based on the quality and completeness of their response to TPCH's local application. The application incorporates CoC priorities related to local community need, engagement of persons with lived and living experience of homelessness, administrative and fiscal oversight, approach to serving rural communities, and appropriateness of the project budget to meet participant needs. Qualitative scoring is completed by the Independent Review Panel(s) as a subjective evaluation of the local application and supporting materials provided. Qualitative review elements account for 90 of 275 total points available including bonus points (33%).

Qualitative Review: Mandatory Service Requirements **Max Points:** 30	Extent to which the project application demonstrates an appropriate strategy that incorporates mandatory supportive service participation requirements. To achieve full points, projects should demonstrate that 40 hours a week of services will be required per client.* * *The 40 hour total can be proportionately reduced for those with employment, and does not apply to those over 62 or with physical or developmental disability or impairment other than substance use disorder.*

Qualitative Review: On-site Treatment Services **Max Points:** 15	Extent to which the project application demonstrates capacity and appropriate strategy to provide treatment services on-site. To achieve full points, projects should describe (if applicable) how substance use treatment will be available on-site and attach agreements or letters of commitment (if applicable) indicating formal partnership with a Certified Community Behavioral Health Clinic (CCBHC) or Community Mental Health Center (CMHC) or a similar facility if no CCBHCs or CMHCs are in the geographic area. Describe coordination to ensure 24/7 access to detox or inpatient treatment within the geographic area of the CoC.

Qualitative Review: Behavioral Health and Treatment Services Totaling 25% of leveraged resources **Max Points:** 10	Extent to which the project application includes leveraged mainstream behavioral health and treatment resources totaling at least 25% of the project budget and is supported by letters of commitment or Memorandum of Understanding demonstrating that this commitment fulfills the requirements outlined in FY2025 CoC Program NOFO. In the case of an organization providing substance use disorder treatment or recovery services, the leveraged resource must provide access to all participants who qualify for those services.

Qualitative Review: 25% of Beds Supported Through Leveraged Resources **Max Points:** 10	Extent to which the project budget and description includes leveraged housing resources from sources other than the CoC and ESG programs totaling at least 25% of the households to be served on a nightly basis and is supported by a letter of commitment or Memorandum of Understanding demonstrating that this commitment fulfills the requirements outlined in the FY 2025 CoC Program NOFO

Qualitative Review: Engagement with People with Lived Experience of Homelessness **Max Points:** 25	Extent to which organization meaningfully involves persons with lived and living experience of homelessness in project design, implementation, and evaluation. Extent to which persons with lived and living experience are equitably compensated for their participation. To obtain full points: Project must demonstrate involvement of persons with lived and living experience in the project's implementation. Examples demonstrating criteria in this category might include: - Equitable monetary compensation for such persons at a minimum rate of $15/hour (5 points) - Meetings convened comprised entirely of people with lived experience (5 points) - Program changes made because of feedback from members of lived experience (5 points) - Lived experience seated board members (5 points) - Lived experience staff members (5 points)

Appendix B: New Project Evaluation Criteria, including Reallocation (non-transition) and CoC Bonus

Transitional Housing Component (Maximum Points Available = 295)

This scorecard includes evaluation criteria and scoring procedures for new project applications to develop or expand existing transitional housing projects. Projects that are reallocation grants (except for transition), or new projects through CoC Bonus will be scored on the criteria below.

Projects will be evaluated based on the quality and completeness of their response to the CoC Project Application and the TPCH Local Application Supplement released by TPCH.

HMIS Participation: Extent to which agency is actively participating in the Homeless Management Information System (HMIS). Qualitative Scoring Criteria • At least one (1) year of experience using the HMIS database for any project type (10 points)	10 points
Located in Opportunity Zone: Projects will receive 10 points if they submit a completed HUD-2996 form and demonstrate 50% of more of the funding will be used in an Opportunity Zone.	10 points
Participation Mandate: extent to which supportive services will require participation as condition of program enrollment.	10 points
Meets supportive service requirements: extent to which project meets FY 2025 CoC Program NOFO priorities listed below • Provides at least 40 hours of weekly mandatory services (25 points). • Provides on-site treatment and requires participation among eligible participants (10 points). • Project is site based (10 points).	45 points
Objective Performance Based Measures: Extent to which project demonstrates evidence in the form of an HMIS export (or other data system used by applicant) that the below performance indicators have been met. No manual calculations or non-exported performance reports will be permitted. • 50% or more of participants exited to PH destinations within 24 months (50 points) • 50% or more of participants exit with increased income (50 points) • Rapid Placement in Housing (<30 days from project entry) (25 points)	175 points

• Less than 30% of participants returned to homelessness within 12 months (50 points)	

Leveraging Mainstream Health Resources: Extent to which the project budget is leveraged by mainstream behavioral health and substance use treatment resources. Extent to which the project budget includes leveraged mainstream healthcare resources totaling at least 25% of the project budget and is supported by a letter of commitment or Memorandum of Understanding demonstrating that this commitment fulfills the requirements outlined in FY2025 CoC Program NOFO. In the case of an organization providing substance use disorder treatment or recovery services, the leveraged resource must provide access to all participants who qualify for those services. (10 points)	10 points
Leveraging Mainstream Housing Resources: Extent to which the project budget is leveraged by mainstream (non CoC-funded) housing resources. Extent to which the project budget and description includes leveraged housing resources from sources other than the CoC and ESG programs totaling at least 25% of the households to be served on a nightly basis and is supported by a letter of commitment or Memorandum of Understanding demonstrating that this commitment fulfills the requirements outlined in the FY 2025 CoC Program NOFO (10 points)	10 points
Engagement with People with Lived Experience: Extent to which organization meaningfully involves persons with lived and living experience of homelessness in project design, implementation, and evaluation. Extent to which persons with lived and living experience are equitably compensated for their participation. To obtain full points: Project must demonstrate involvement of persons with lived and living experience in the project's implementation. Examples demonstrating criteria in this category might include: ▪ Equitable monetary compensation for such persons at a minimum rate of $15/hour (5 points) ▪ Meetings convened comprised entirely of people with lived experience (5 points) ▪ Program changes made because of feedback from members of lived experience (5 points) ▪ Lived experience seated board members (5 points) ▪ Lived experience staff members (5 points)	25 points

Appendix C: DV Bonus Project Evaluation Criteria (TH)

Transitional Housing Component
(Maximum points available = 365)

This scorecard includes evaluation criteria and scoring procedures for DV Bonus Project Applications to develop or expand Transitional Housing projects. In 2022, HUD released a letter expanding this definition of Domestic Violence.

DOMESTIC VIOLENCE – The term 'domestic violence' includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—
- (A) is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;
- (B) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- (C) shares a child in common with the victim; or
- (D) commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

Projects will be evaluated based on the quality and completeness of their response to the CoC Project Application and the TPCH Local Application released by TPCH.

Coordinated Entry Participation: Extent to which project commits to participating in Coordinated Entry (receiving 100% of project referrals from TPCH Coordinated Entry system). Qualitative Scoring Criteria • Extent to which project application includes commitment to participating in Coordinated Entry (10 points)	10 points
Located in Opportunity Zone: Projects will receive 10 points if they submit a completed HUD-2996 form and demonstrate 50% of more of the funding will be used in an Opportunity Zone.	10 points
Participation Mandate: extent to which supportive services will require participation as condition of program enrollment	10 points
Meets supportive service requirements: extent to which project meets FY 2025 CoC Program NOFO priorities listed below • Provides at least 40 hours of weekly mandatory services (25 points). • Provides on-site treatment and requires participation among eligible participants (10 points). • Project is site based (10 points).	45 points

Objective Performance Based Measures: Extent to which project demonstrates evidence in the form of an HMIS export (or other data system used by applicant) that the below performance indicators have been met. No manual calculations or non-exported performance reports will be permitted. • 50% or more of participants exited to PH destinations within 24 months (50 points) • 50% or more of participants exit with increased income (50 points) • Rapid Placement in Housing (<30 days from project entry)(25 points) • Less than 30% of participants returned to homelessness within 12 months (50 points)	175 points
Experience: Extent to which project application demonstrates relevant organizational experience and capacity to deliver effective services. Qualitative Scoring Criteria • Extent to which applicant and subrecipients/contractors (if any) have at least 3 years' organizational experience delivering similar services to those proposed (5 points) • Extent to which applicant and subrecipients/contractors (if any) demonstrate prior success working with and addressing survivors' identified housing and supportive service needs (3 points) • Extent to which applicant demonstrates successful experience leveraging federal, state, local, and private resources (2 points) • Extent to which the applicant demonstrates appropriate fiscal and management capacity to carry out the proposed project through detailed, reasonable, and appropriate fiscal controls, financial accounting system, financial policies operated in accordance with Generally Accepted Accounting Principles, programmatic oversight, and general administration (5 points) • Extent to which organization does not currently have unresolved OIG Audit and/or HUD Monitoring findings (5 points)	20 points
Project Description Meets Community Needs: Extent to which the project will provide appropriate housing and supportive services to meet the needs of the target population (individuals and families fleeing domestic violence). Qualitative Scoring Criteria: • Extent to which the type of housing proposed, including the number and configuration of units, will fit the needs of program participants	50 points

fleeing domestic violence, dating violence, sexual assault, stalking, and/or human trafficking (10 points)

- Extent to which the type of supportive services that will be offered to program participants, and the frequency of those services proposed, are sufficient to successfully assist participants to obtain and retain permanent housing including all supportive services regardless of funding source . If an expansion of a renewal project, extend to which the expansion achieves the benchmark set by the CoC Board in the community funding priorities section (5 points)

- Extent to which supportive services are sufficient to respond to the trauma of domestic abuse, are trauma-informed, and victim-centered (10 points)

- Quality of the proposed project's specific plan for ensuring program participants will be individually assisted to obtain and maintain, through annual/periodic renewal, the benefits of mainstream health, social, and employment programs, for which they are eligible to apply and that meet the needs of program participants such as Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education, and others (10 points)

- Quality of the proposed project's plan to assist participants to obtain and remain in permanent housing in a manner that fits their needs which includes transportation assistance to access needed services, safety planning, case management, and other services to ensure retention of permanent housing based on the household's individual needs (10 points)

- Extent to which the applicant demonstrates a thorough and appropriate strategy to help participants rapidly obtain and maintain permanent housing within 30 days once immediate safety needs are met (5 points)

Leveraging Mainstream Health Resources: Extent to which the project budget is leveraged by mainstream behavioral health and substance use treatment resources. Extent to which the project budget includes leveraged mainstream healthcare resources totaling at least 25% of the project budget and is supported by a letter of commitment or Memorandum of Understanding demonstrating that this commitment fulfills the requirements outlined in FY2025 CoC Program NOFO. In the case of an organization providing substance use disorder treatment or recovery services, the leveraged resource must provide access to all participants who qualify for those services. (10 points)	10 points

Leveraging Mainstream Housing Resources: Extent to which the project budget is leveraged by mainstream (non CoC-funded) housing resources. Extent to which the project budget and description includes leveraged housing resources from sources other than the CoC and ESG programs totaling at least 25% of the households to be served on a nightly basis and is supported by a letter of commitment or Memorandum of Understanding demonstrating that this commitment fulfills the requirements outlined in the FY 2025 CoC Program NOFO (10 points)	10 points
Engagement with People with Lived Experience: Extent to which organization meaningfully involves persons with lived and living experience of homelessness in project design, implementation, and evaluation. Extent to which persons with lived and living experience are equitably compensated for their participation. To obtain full points: Project must demonstrate involvement of persons with lived and living experience in the project's implementation. Examples demonstrating criteria in this category might include: ▪ Equitable monetary compensation for such persons at a minimum rate of $15/hour (5 points) ▪ Meetings convened comprised entirely of people with lived experience (5 points) ▪ Program changes made because of feedback from members of lived experience (5 points) ▪ Lived experience seated board members (5 points) ▪ Lived experience staff members (5 points)	25 points

Appendix D: CoC Bonus and Renewal Project Evaluation Criteria (Supportive Services Only – Standalone / Supportive Services Only – Street Outreach)

Supportive Services Only – Standalone / Supportive Service Only- Outreach Component (Maximum points available = 85)

> This scorecard includes evaluation criteria and scoring procedures for CoC Supportive Services Only Standalone Project Applications, including SSO Street Outreach. New projects formed through consolidation or transition grant processes during the FY 2025 CoC Program funding competition shall be evaluated based on the performance of all project activities occurring during the twelve-month reporting period including the expired project component (transition grants) and/or legacy projects that merged (consolidation grants).

Connection to mainstream resources: Extent to which project will be supplemented with resources from other public or private sources, that may include mainstream health, social, and employment programs such as Medicare, Medicaid, SSI, and SNAP.	10 points
Supportive Services: Extent to which proposed project has a strategy for providing supportive services to eligible program participants including those with histories of unsheltered homelessness and those who do not traditionally engage with supportive services.	20 points
Partnership with Law Enforcement: Extent to which applicant has a history of partnering with first responders and law enforcement to engage people living in places not meant for human habitation to access emergency shelter, treatment programs, reunification with family, transitional housing, or independent living. The applicant must cooperate, assist, and not interfere or impede with law enforcement to enforce local laws such as public camping and public drug use.	10 points
Outreach Experience: Extent to which applicant has experience providing outreach consistent with the activity description at 24 CFR 578.53(e)(13) and has demonstrated effectiveness at helping people successfully exit from places not meant for human habitation to emergency shelter, treatment programs, transitional housing or permanent housing programs.	10 points
Project Budget: Extent to which the project budget is reasonable, prudent, and necessary to meet the needs of the target population. Services provided are cost-effective, consistent with 2 CFR 200.404.	10 points

Engagement with Person's with Lived Experience (PLE): Extent to which organization meaningfully involves persons with lived and living experience of homelessness in project design, implementation, and evaluation. Extent to which persons with lived and living experience are equitably compensated for their participation. To obtain full points: Project must demonstrate involvement of persons with lived and living experience in the project's implementation. • Equitable monetary compensation for such persons at a minimum rate of $15/hour (2 points) • Meetings convened comprised entirely of people with lived experience (2 points) • Program changes made because of feedback from members of lived experience (2 points) • Lived experience seated board members (2 points) • Lived experience staff members (2 points)	10 points
HMIS Participation: Extent to which the agency has an active license and is in the HMIS database.	10 points

Located in Opportunity Zone: Projects will receive 5 points if they submit a completed HUD-2996 form and demonstrate 50% of more of the funding will be used in an Opportunity Zone.	50 – 100%	5 points
	0 – 49.99%	0 points

Appendix E: Required Application Documents for Each Component

Each kind of application requires a specific set of documents. Please refer to the middle column to determine if your application requires the listed document.

Document(s):	Required for	Required File Naming Convention(s):
HUD federal eSNAPS application • Attach the exported PDF of the federal application submitted to the eSNAPS portal	All Projects	ProjectName_eSNAPS2025
HUD Monitoring Documents (required if project was monitored by HUD within past 24 months) *For renewal projects who have been monitored by HUD and have received a monitoring report within the past 24 months, please follow the instructions in the process document for which attachments to include, if applicable. If your project was not monitored in the prescribed time frame, or if HUD monitored you but has not yet provided their report, you will skip this section.	Renewal projects	ProjectName_Monitoring2025
IRS Tax Exempt Letter (required for non-profit applicants only)	All Projects	AgencyName_IRSLetter_2025
Negotiated Indirect Cost Rate Agreement (NICRA) For agencies that have a negotiated indirect cost rate agreement with their cognizant agency in place of using the de-minimus, attach the current agreement. Agreement must be provisional or approved but cannot be expired.	If applicable	AgencyName_NICRA_2025

Match commitment letter(s):
• Attach letter indicating the following information:
    a. Grant number
    b. Match source
    c. Match amount
    d. Effective date
	All Projects	ProjectName_MatchLetter_2025

Proof of expenditure: Attach evidence of final spending on project's *most recently completed period of performance.* Proof must be submitted in the form of an eLOCCS screenshot verifying final expenditure on the	Renewal projects	ProjectName_eLOCCS2025

project. If eLOCCS access is not established, email tpch-nofo@tucsonaz.gov. **NOTE**: for projects that are still active in eLOCCS (within 90 days after last day of the performance period), the current period of performance for those projects can be used if the project draws all remaining funds for that year and submits that proof of expenditure. Further, for projects that are unable to access eLOCCCS for circumstances out of their control, petitions can be made on a case-by-case basis with the CoC Board Officers to accept other financial documents that demonstrate proof of expenditure. This request MUST be accompanied by documented efforts to reestablish access with eLOCCCS. Email tpch-nofo@tucsonaz.gov to make this request in the event eLOCCCS access is not possible no later than December 4, 2025.		
Participant Agreement/Contract/Occupancy Agreement/Service Requirements* *****Required for all projects except SSO-CE, SSO-Outreach, and HMIS.	All projects	ProjectName_ServiceRequirements2025
Mainstream Healthcare Leverage Commitment Letter: Letter of commitment or MOU demonstrating leveraged mainstream healthcare resources totaling at least 25% of the project budget and that fulfills the requirements outlined in FY2025 CoC Program NOFO	All Projects	ProjectName_HealthCareLeverageLetter2025
Mainstream (non CoC, ESG funded) Housing Leverage Commitment Letter: Letter of commitment or Memorandum of Understanding demonstrating that project budget and description include leveraged housing resources from sources other than the CoC and ESG programs totaling at least 25% of the households to be served on a nightly basis. Document should describe how leverage fulfills the requirements outlined in the FY 2025 CoC Program NOFO.	All Projects	ProjectName_HousingLeverageletter2025
Letter of agreement / MOU for substance use services treatment Letter of agreement / MOU indicating formal partnership with a Certified Community Behavioral Health Clinic (CCBHC) or Community Mental Health Center (CMHC) or a similar facility if no CCBHCs or CMHCs are located	All Projects	ProjectName_LetterOfAgreement2025

in the geographic area to provide on-site substance abuse treatment.		
YHDP Renewal / Replacement Innovative Activities Letter* *Only required if applying for Innovative Activities requiring approval from TPCH Youth Action Committee.	YHDP projects applying for Innovative Activities	ProjectName_InnovativeActivitiesLetter2025
Opportunity Zone Preference: HUD is offering policy preference points for activities within an Opportunity Zone. To receive points, more than 50% of the award must be spent in Opportunity Zones. If your project qualifies for these points, please complete form HUD-2996 (HUD-2996) and upload it here.	All projects	ProjectName_OpportunityZone2025

Project Performance Data Export:
 Required for applicants who have previously operated housing projects. Past Project Performance: If reallocation, project from which the reallocation is occurring. Must be reported as an HMIS project export (or from other data system used by applicant)- no manual calculations or non-exported performance reports can be accepted. Projects must meet the following requirements to contribute toward minimal required threshold score:
   - 50% or more of participants exited to permanent housing destinations within 24 months
   - 50% or more of participants exit with employment income
	Transition/ CoC / DV Bonus Project only	ProjectName_ProjectPerformanceDataExport2025

Appendix F: Budget Line Items to Support Compliance with Violence Against Women Act (VAWA) Emergency Transfer Plan Costs

HUD has determined that activity categories related to ensuring compliance with the emergency transfer plan requirement in 34 U.S.C. 12491(e) and monitoring compliance with the confidentiality protections in 34 U.S.C. 12491(c)(4) are now eligible costs under the CoC Program Competition. New Eligible Continuum of Care Activities budget line items (BLIs) will be built into the CoC Program Competition Application process, and applicants wishing to utilize these new BLIs can request during the competition to add funds to these line items from an existing line item. Applicants may also request to expand existing renewal grants to add new funding to these BLIs. Funds are not subject to the CoC program's spending caps on administrative costs.

Examples of eligible costs for emergency transfer facilitation include the costs of assessing, coordinating, approving, denying, and implementing a survivor's emergency transfer which includes:
- Assistance with moving costs. Reasonable moving costs to move survivors for an emergency transfer
- Assistance with travel costs. Reasonable travel costs for survivors and their families to travel for an emergency transfer
- Security Deposits. Grant funds can be used to pay for security deposits of the safe units the survivor is transferring to via an emergency transfer
- Utilities. Grant funds can be used to pay for costs of establishing utility assistance in the safe unit the survivor is transferring to
- Housing Fees. Fees associated with getting survivor into a safe unit via emergency transfer, includes but not limited to application fees, broker fees, holding fees, trash fees, pet fees where the person believes they need their pet to be safe, etc.
- Case management. Grant funds can be used to pay staff time necessary to assess, coordinate and implement emergency transfers
- Housing navigation. Grant funds can be used to pay staff time necessary to identify safe units and facilitate moves into housing for survivors through emergency transfers
- Technology to make an available unit safe. Grant funds can be used to pay for technology that the individual believes is needed to make the unit safe, including but not limited to doorbell cameras, security systems, phone, and internet service when necessary to support security systems for the unit, etc.

Examples of eligible costs for monitoring compliance with the VAWA confidentiality requirements include:
- Monitoring and evaluating compliance with VAWA confidentiality requirements
- Developing and implementing strategies for corrective actions and remedies
- Program evaluation of confidentiality policies, practices, and procedures
- Training on compliance with VAWA confidentiality requirements
- Reporting to Collaborative Applicant, HUD, and other interested parties on compliance with VAWA confidentiality requirements
- Costs for establishing methodology to protect survivor information
- Staff time associated with maintaining adherence to confidentiality requirement.

Appendix G: TPCH Application Portal – Neighborly User Guide

Neighborly User Guide continues next page.

CITY OF TUCSON
HOUSING & COMMUNITY DEVELOPMENT

Neighborly™
TPCH Annual Continuum of Care (CoC)
Program Application Applicant Guide

Tucson Pima Collaboration
To End Homelessness

Contents

Introduction

This guide is intended to cover the use of the Neighborly™ portal to submit local applications to the FY 2025-26 TPCH Local Competition. This competition is in response to the HUD Continuum of Care Program Annual Funding Competition and Non-Competitive Renewal of Youth Homelessness Demonstration Projects.

The intended audience for this guide are project applicants to the Tucson Pima Collaboration to End Homelessness (TPCH) Continuum of Care local funding competition.

Accessing the Application Portal

The Application Portal is hosted by Neighborly Software and is accessible available via any internet connected device. The recommended browser is Google Chrome but will work with any modern web browser.

Participant Portal Link: https://portal.neighborlysoftware.com/tucsonaz/Participant

Registration

To access the system, you'll need to create an account by first registering your email address. Select the Register tab and enter your work email address. Select "Send verification code". To verify your email address, the system will send you an email with a verification code.

Note: If you do not receive the email within 2 minutes, check your spam or junk mail folders. If the email is in either folder, mark the message as "Not Junk" or "Not Spam" to ensure you receive all future system notifications.

Enter the verification code into the text box and click "Verify Code." .

If the code is not accepted, you may generate a new code by selecting "Send new code." Another email with a new code will be sent to your inbox.

After verifying your email address, you'll be prompted to create a password. Passwords should be at least 12 characters long and include at least one UPPERCASE letter, lowercase letter, a number, and a special character (!@#$%^).

Signing In

Once your account has been registered, you may login (using the same link above) by entering the email address and password used during registration.
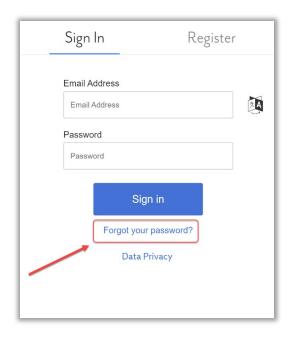

Password Reset

If you forget your password, select the link "Forgot your Password?" and follow the prompts to create a new password.

Enter the email address that was used to register your account. Then select "Send Verification Code"

Within a few seconds, the system will send you an email containing a 6-digit code. Enter the code into the text field and select "Verify Code"

If after 2 minutes you have not received a code, you may repeat these steps to generate another code.

Be sure to check your spam and junk folders before requesting a new code. Sometimes users do not receive the code due to a simple typo when entering their email address. Verify that the email entered is indeed correct.

Changing your Password

To change your password, log into the Participant Portal. Select the icon on the top right corner of the screen and select "My Profile". Next, select the "Password" option on the left side of the screen. For security purposes, you will be required to enter your email address, the system will then send you a verification code. Enter the code and follow the prompts to create a new password.
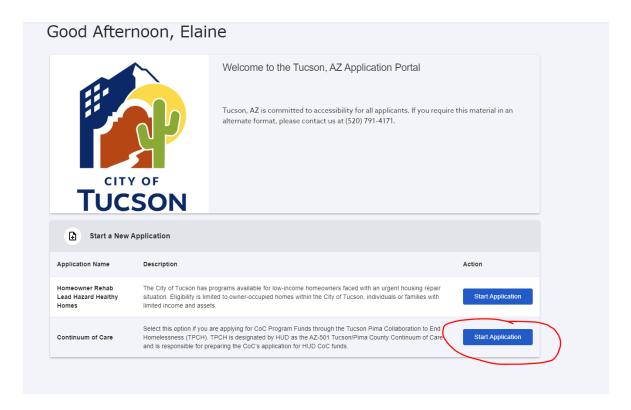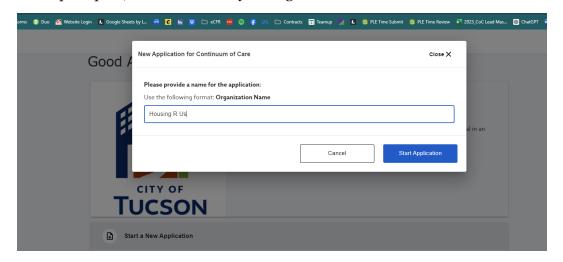
Starting Your Application

Upon being invited to submit an application, you will see this portal when you login. Select the "Continuum of Care" application button, circled in red below.
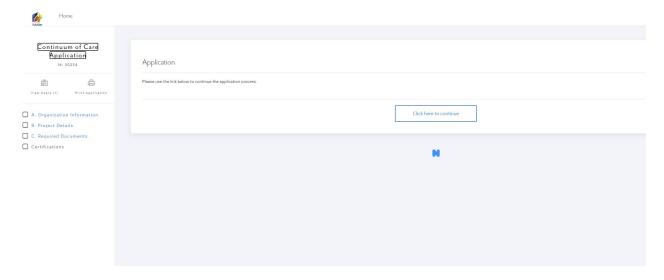

When prompted, add the name of your organization.

Once the organization creates their own profile, they will be prompted to start a new application with this screen:
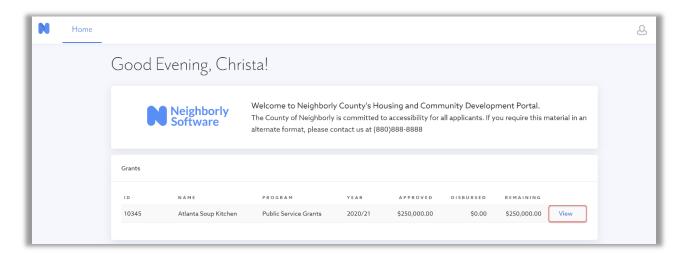

Once in this portal, you will fill out four sections:

1. Organization Information
2. Project Details
3. Required Documents
4. Certifications
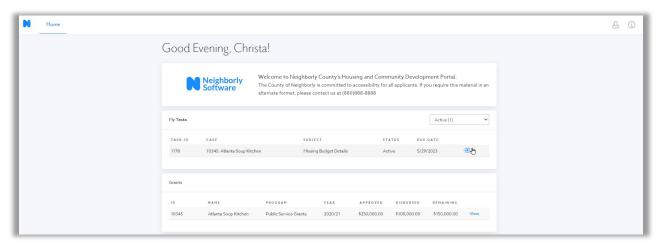
Managing your Grant Account

Upon logging in, the participant dashboard will become visible. Any case where funds have been awarded will be listed in the Grant card as shown below. To load the Grant Viewer, select "View" to load the grant account screen.
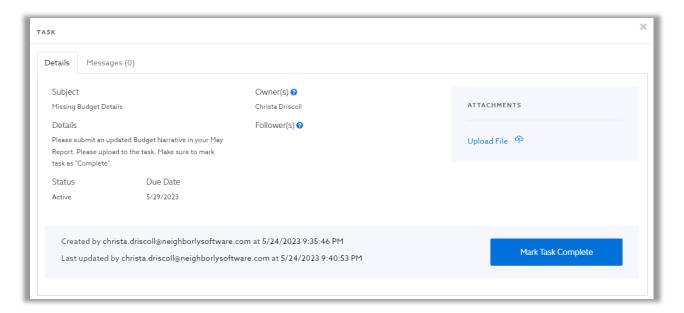
Tasks

You may be assigned a task by a Program Administrator in the event your application is incomplete or otherwise needs changing. Tasks will be displayed on the Portal Dashboard. To open a task, select the to the right of the task.

Once inside the task, view the details and complete the request. You may upload any supporting files by selecting the "Upload File" hyperlink.

Additionally, if there are follow up questions regarding the task, you may send a message in the task to the Program Administrator who originally assigned the task. Select the Messages Tab, enter a detailed message in the text area, then select the icon to post the message. You will be notified via email once a response has been posted. Once the task has been completed, select the "Mark Task Complete" button.

TASK   ✕

Details   Messages (0)

Adding a message will notify the task owner(s) and follower(s).   ⬇

No Messages Found