

2025 SF CoC Local Competition Process

Introduction: FY2025 Continuum of Care Competition

The Notice of Funding Opportunity (NOFO) for the Fiscal Year (FY) 2025 Continuum of Care (CoC) Competition was released on November 13, 2025; the final Consolidated Application is due to HUD on January 14, 2026.

Given the timeline is shorter than recent CoC NOFO competitions, and spans the entire holiday season, all local processes – from the application submission to the final Review, Rank, and Appeals – will be compressed into a matter of weeks.

The San Francisco CoC and its Collaborative Applicant, the Department of Homelessness and Supportive Housing (HSH), want to acknowledge the extraordinary amount of work and dedication this challenging cycle demands from all partners and stakeholders.

I. Updated Local Competition Timeline

Per HUD, all individual project applications must be submitted to the CoC by December 15th; the final ranked list must be approved and published no later than December 30th.

Date	Event	Notes
November 13	NOFO Release	
November 17-18	HSH-HB NOFO Check-in / HSH-HB Meeting	
November 24	Funding Committee Meeting	
December 1	December LHCB Meeting	LHCB will review and approve the rank and review process and scoring tools.
December 5	Bidders Conference	Local application opens following the conference.
Dec 5 - Dec 15	Local Application Window	Local application: Short Word/Excel application. No PRESTO is required for local submission.
December 12	R&R Training	Review and Ranking training for all reviewers.
December 15	Local Applications Due	Deadline for all project applications, including draft

		E-Snaps project applications.
December 22	SF R&R (Review & Rank)	All project scoring and ranking conducted.
December 23	Post Preliminary Ranking	Preliminary ranked list is released to applicants.
December 24 EOD	Appeals Due	Critical: Appeals window is limited to 1 business day.
Dec 24 - Dec 30	Appeals Committee Review	Compressed timeline: The Appeals Committee must review all written appeals and application materials during this compressed holiday window.
December 29 or 30	Appeals and Emergency LHCB Meeting	LHCB meets to review appeal outcomes and approve the final ranked list.
December 30	Final Ranked List Sent Out/Posted	Must be sent out by this date per NOFO requirement.
January 2 – January 9	Review/Edit E-Snaps Application	Time to finalize all project and CoC application materials in e-Snaps.
January 5	LHCB Meeting	
January 9	E-Snaps Consolidated Application Complete	Final internal deadline for the consolidated application.
January 12	Posting of E-snaps Application	
January 13	E-Snaps Submission	Final submission of the consolidated application.
January 14, 2026	HUD Application Officially Due	The final NOFO deadline.

The acceptance and expenditure of federal, State, or other grant funds in the amount of \$100,000 or more is subject to the approval by resolution of the San Francisco Board of Supervisors. The timeline for the Board of Supervisors process will be shared when available.

II. Required Process Changes

1. Local Application Format

- **The 2025 *NEW* Project Application will be a short Word -based application that asks for narrative responses.** The application review will use new scoring criteria designed specifically for this short format and the new 2025 CoC NOFO priorities.
- **The 2025 *RENEWAL* Project Application will use strictly objective criteria pulled from the most recently submitted APR and the Sage HMIS Reporting Repositor.** The application review will use new scoring criteria designed specifically for this short format and the new 2025 CoC NOFO priorities.
- The use of the PRESTO platform is suspended for this competition. Renewal projects will no longer receive preliminary scores via a PRESTO-based Project Evaluation Report, however, a similar mechanism for reporting preliminary scores will be provided on **December 23rd**.

2. Appeals Process Updates

The section of the document regarding appeals must be updated to reflect the severe compression of time:

Element of Policy	Previous Process (2024)	Updated Process (2025 Truncated Timeline)
Deadline for Written Appeal	Flexible; generally, several business days after preliminary ranking.	December 24, EOD. The window is one (1) business day following the posting of the preliminary ranking.
Appeals Committee Review Time	Flexible, subject to NOFO constraints.	The review period is condensed to a maximum of 5-6 days , including the holiday weekend, to allow for the December 29/30th emergency LHCB meeting.
Appeals Hearing (Appeals Day)	Appeals Committee convenes on "Appeals Day" to hear presentations and review.	The Appeals Committee will convene and render its final determinations leading up to the Emergency LHCB Meeting on December 29/30th . Given the time constraints, applicants

		should be prepared for an expedited review, and the Appeals Hearing format may be modified or limited.
Notification of Appeal Determination	Appellants receive written notice via email within 2 business days of the Appeals Committee's determination.	Due to the December 30th deadline for the final ranked list, the notice of the Appeals Committee's determination will be expedited and provided on or before the Emergency LHCB Meeting to ensure the final list can be approved and posted immediately.

II. Local Competition Review and Rank Process

1. CoC designs a project review and rank process and scoring criteria. **LHCB approves process at its December 1 meeting.**
2. Homebase collects Annual Performance Reviews (APRs), additional compliance data, and supplemental local application information from programs.
3. Following HUD's CoC NOFO announcement, policy and process documentation is updated according to new elements in the FY2025 NOFO, as needed. If feasible within time constraints, the LHCB's Funding Committee will meet to discuss any further amendments to its policies and processes. All changes are reviewed by the LHCB at its next available convening.
4. **Due to the truncated timeline and new application format:** Renewal projects will receive preliminary scores. Note: Preliminary scores will be issued through competition score cards.
5. Renewal and new applicant agencies attend the annual Bidders' Conference where they receive all application materials and requirements. Providers are connected to technical assistance resources and support.
6. Applicants submit complete application packets, including a PDF of *HUD Esnaps Project Application(s)*, local application(s) (in the **short Word/Excel format**), and

match documentation. All documents are to be submitted electronically in *separate* PDF files, according to the instructions on the *Proposal Submission Checklist*.

7. The Collaborative Applicant and LHCB staff assess project threshold requirements, according to the **new** *Scoring Tools*.
8. LHCB staff recruits Priority Panel members, preferring members who have previously served on the panel, and/or bearing relevant experience to the given year's NOFO-specific priorities (e.g. panelists with experience serving DV communities for a NOFO containing a DV Bonus).
9. Priority Panel members each sign a *Conflict of Interest and Confidentiality Form* and preliminarily review and pre-score all New Project applications. Renewal Projects will be automatically scored based on objective data that is applied against the renewal project scoring criteria.
10. Priority Panel convenes on **December 22** to review applications and individually finalizes project scores. If a panelist finalizes a score for any performance data-based scoring factor that is *lower* than the pre-scored value, that panelist is asked to rationalize their decision on record. Panel members must sign and submit to LHCB staff, the *Review and Rank Process Confidentiality and Conflict of Interest Statement*.
11. Applications are ranked and ordered in the *Priority Listing* according to score, with the following exceptions:
 - **Renewal and New HMIS Projects:** Automatically ranked in the top of Tier 2.
 - **Preservation of existing permanent housing:** The SF CoC prioritizes the preservation of existing permanent supportive housing to maintain and maximize critical inventory and to prevent the loss of housing for existing program participants. The Priority Panel has discretion to adjust the *Priority Listing* with this goal in mind.
 - **Hard Debt Obligation:** Projects that have a current hard debt obligation to a senior private lender that will cause default if CoC funds are discontinued are automatically ranked in Tier 1.
 - **Financial Alignment with Local Resources:** To promote fiscal responsibility and alignment with available local resources, projects can be prioritized on the Primary Listing according to what local funding is able to be leveraged in conjunction, and what fiscal savings or impact it may represent to the SF CoC broadly.

- **Involuntary reallocation:** The Priority Panel may flag projects to be reallocated in-whole or in-part, or else re-ranked in favor of a new project, based on community priorities as determined by the CoC and HSH.

III. Appeals Eligibility

An applicant is eligible to appeal if the project is not selected for funding by the Priority Panel on the Priority Listing to ensure all projects are able to meaningfully participate in the 2025 CoC Program Competition process.

Appeals Committee Composition

The Appeals Committee is comprised of three LHCB members, accompanied by one non-voting Priority Panel member to provide context on prior ranking decisions. Appeals Committee members will neither have served as Priority Panel members in the same year, nor be permitted to have real or apparent conflicts of interest with any agencies applying in the current round of funding. Appeals Committee members must sign and submit to LHCB staff, the *Review and Rank Process Confidentiality and Conflict of Interest Statement*.

Appeals Process

1. The Priority Panel's preliminary *Priority Listing* is publicly posted on **December 23**.
2. Applicants are given one business day to request copies of scorecards. Applicants can request scorecards by emailing sf@homebaseccc.org.
3. **Appeals deadline:** Eligible applicants who choose to appeal must electronically submit a written appeal to *both* sf@homebaseccc.org and Charles.Minor@sfgov.org **no later than December 24, EOD (End of Day). This is a severely compressed deadline of one business day due to the truncated NOFO timeline.**
4. The written appeal is limited to two pages typed, 12-point font. The appeal states all grounds for appeal, by reference to information contained within the original application materials. No extraneous detail will be taken into consideration, except for ranking context provided verbally by the non-voting Priority Panel member in attendance on Appeals Day.
5. The written appeal must be signed by an individual authorized to represent the sponsor recipient/subrecipient (e.g. Executive Director) and indicate pertinent sections of the application upon which its arguments are founded.

6. The Appeals Committee is given a **highly compressed period (December 24 – 30)** to review written appeals and all pertinent application materials.
7. The Appeals Committee convenes on Appeals Day to review and evaluate all written appeals and render its final determinations.
8. Appellants will receive written notice via email of the Appeals Committee's determination regarding the appellant project **on or before final LHCB approval**.
9. The Appeals Committee's final *Priority Listing* is submitted to the LHCB for final approval at an **Emergency LHCB Meeting**.
10. If funding becomes available after LHCB approval of the final *Priority Listing*, via reallocation or budget correction, staff to the LHCB will allocate this funding to new project applicants in order of project ranking until it is exhausted.
11. Applications will be submitted within the CoC's *Consolidated Application* on January 13, and applicants will be invited to attend the NOFO Debrief.

For questions regarding the *San Francisco CoC Local Project Application Review and Rank Process*, please contact Homebase at sf@homebaseccc.org.