

# FY 2025 COC NOFO TIPS SHEET FOR PROJECT APPLICANTS

## UNDERSTAND THE FY25 NOFO GUIDELINES

- **Read the NOFO Carefully:** Focus on specific language regarding **treatment and recovery, reducing unsheltered homelessness, reducing returns to homelessness, and increasing earned income.**
- **Board Engagement:** Ensure your board and stakeholders understand and support new projects in alignment with HUD priorities.
- **Deadline Discipline:** Submit all components by HUD and CoC deadlines. Late applications are disqualified without exception.

## TARGET HUD'S FY25 PRIORITIES

HUD's FY25 CoC NOFO will emphasize:

- **Projects serving unsheltered populations,** including new **street outreach** efforts.
- **Treatment and recovery integration,** including behavioral health and substance use services.
- **Supportive housing and transitional housing** (TH considered for strategic populations).
- **Reducing returns to homelessness** through longer-term support models.
- **Increasing earned income** through employment-focused services and partnerships.
- **Project effectiveness and outcomes** over service volume.

## CHECK ELIGIBILITY & MATCH REQUIREMENTS

- **Confirm Eligibility:** Use the FY25 NOFO and local CoC policy to ensure compliance with project type, population served, and HMIS participation.
- **Required Match:** Be ready to document **25% match (cash or in-kind)** per 24 CFR 578.73, with amounts, sources, and commitments.
- **System Contribution:** Be clear on how your project will reduce homelessness and improve system-wide performance (SPMs).

## DETAIL YOUR BUDGET & LEVERAGE

- **Accuracy Matters:** Ensure budget categories align with 2 CFR Part 200 (Uniform Guidance) and CoC Program allowable costs.
- **Leverage Matters:** HUD expects **clear documentation of additional resources**, such as healthcare, workforce services, or local government commitments.

## PREPARE FOR DATA REPORTING

- **Use Updated HMIS Standards:** Align with FY2024 CSV updates (e.g., new CEParticipation.csv, enhanced race/gender fields, tracking of subsidies).
- **Track Key Outcomes:**
  - Housing move-in rates
  - Length of time homeless
  - Employment status changes
  - Income growth
- **Data Quality:** Validate all HMIS exports, APRs, and SPM submissions.

## MAXIMIZE CROSS-SECTOR COLLABORATION

- **Partner with Mainstream Systems:**
  - Healthcare (e.g., Medicaid, behavioral health providers)
  - Workforce (WIOA providers, job training, employers)
  - Transitional systems (jail, hospitals, child welfare)
- **MOUs & Letters of Support:** Get documentation on letterhead with scope and resource commitments.

## DOCUMENTATION & NARRATIVE TIPS

- **Answer All Parts of Every Question:** HUD reviewers deduct points for incomplete or unclear responses.
- **Use Evidence-Based Statements:** Reference past project outcomes, SPMs, and gaps identified in Stella P/M.
- **Use Precise Language:** Be concise and targeted. Avoid filler or unsupported claims.

## FOR RENEWAL PROJECTS

- **Clearly State Changes:** HUD expects you to show what's improved — staffing, partnerships, outcomes, or targeting.
- **Explain Budget Modifications:** Especially if switching cost categories or reallocating units/resources.
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## PREPARE FOR PRESENTATIONS

- **Presentation-Ready Materials:** Have a clear, compelling 5-minute overview and optional slide deck.
- **Focus on Impact:** Explain who you serve, what you've accomplished, and how FY25 funding will deepen results

## ADMINISTRATIVE BEST PRACTICES

- **Internal Review:** Multiple team members should review for clarity, compliance, and typos.
- **Follow Up with CoC Lead:** Ensure everything was received and reviewed prior to final submission.
- **Review Past Feedback:** Incorporate prior scoring and HUD TA into your improvements.

## CONTINUOUS IMPROVEMENT

- **Build Staff Capacity:** Train your team on NOFO reading, application prep, and HMIS data use.
- **Improve Throughout the Year:** Use SPM dashboards, Stella reports, and community needs assessments to refine projects year-round.

By tailoring your responses to HUD's clearly stated FY25 NOFO direction — especially the emphasis on **unsheltered homelessness, recovery services, earned income, and system-level performance** — you position your project for competitive success.