

FY 2024 CoC Builds NOFO

CALL for Intent to Submit and NEW PSH Project Application Submission Requirements

Context

On July 22, 2024, the U.S. Department of Housing and Urban Development (HUD) released the [Continuum of Care \(CoC\) Builds Notice of Funding Opportunity \(NOFO\)](#). The Continuum of Care (CoC) Builds (CoCBUILDS) NOFO targets efforts within CoC geographic areas to address and reduce persons experiencing homelessness by adding new units of permanent supportive housing (PSH) through new construction, acquisition, or rehabilitation through one-time CoCBUILDS awards under the CoC Program. Through the CoCBUILDS NOFO, HUD is encouraging CoCs to leverage funds provided for construction, acquisition, or rehabilitation of new PSH units with other funding sources to maximize the amount of housing that can meet the needs of individuals and families experiencing homelessness. As the HUD designated Collaborative Applicant, RTFH must implement a thorough review and oversight process at the local level to determine which application will be submitted to HUD under this NOFO.

Funding Available

The maximum award amount under this CoCBUILDS NOFO is based on each CoC's Final Pro Rata Need for the FY 2024 CoC Competition, which is the higher of the CoC's Preliminary Pro Rata Need or Annual Renewal Demand. CoCs can submit up to two project applications if one project is proposing new PSH units located on a Tribal reservation or trust land. If no project applications are proposing new PSH units located on Tribal reservations or trust land then only a single project application may be submitted per CoC.

FPRN Amount	Maximum Amount for a Single Project	Maximum Amount for Projects Submitted by CoCs with Units Located on Tribal Reservations or Trust Lands
\$10,000,000 to \$39,999,999	\$7,500,000	\$9,500,000

General Information and Instruction - Project Type

Local Process Timeline

A local process timeline of activities may be found on the [RTFH website](#) under the new CoC Builds NOFO page. Applicants are responsible for attending to all applicable dates on the timeline.

Important Deadlines:

- **August 30, 2024 (by Noon)** - Deadline to submit the "[FY 2024 CoC Builds NOFO Intent to Submit Form](#)".
- **October 14, 2024** - Deadline for submission of NEW PSH Project Applications with ALL requested documentation as outlined in this Call document.

Setup of CoC NOFO Dropbox and Intent to Submit

All project applicants interested in applying for funds under this NOFO should contact CoC lead Kat Durant at kathryn.durant@rtfhsd.org to have a CoC Builds NOFO agency Dropbox set up and provide contact information for all staff who will be responsible for uploading all required elements under the CoC Builds NOFO. Project Applicants will need to complete a "[FY 2024 CoC Builds NOFO Intent to Submit Form](#)" and upload it to the assigned CoC Builds NOFO Dropbox **no later than August 30, 2024, by noon**.

Do not attempt to establish your Dropbox independently. This is just one step in the FY 2024 CoC Builds Application review process that is required to be conducted by RTFH (CoC Collaborative Applicant).

Eligible Applicants

Eligible Applicant information can be found in Section III starting on page 16 of the [CoC Builds NOFO](#).

Eligible Project Type

Only Permanent Supportive Housing projects (requesting capital costs) will be accepted under this NOFO.

Permanent Supportive Housing is permanent housing in which supportive services are provided to assist individuals with a disability and families where at least one household member has a disability and is experiencing homelessness to live independently. Specifically, under this NOFO HUD is looking for:

- New Construction of PSH units
- Adaptive reuse and conversion of hotel properties into PSH
 - Adaptive Reuse definition: Refers to the process of reusing an existing building for a purpose other than which it was originally built or designed for. It is also known as recycling and conversion. Adaptive reuse is an effective strategy for optimizing the operational and commercial performance of built assets.
- Use of properties made available through the Title V Process. More information can be found at: https://www.hud.gov/program_offices/comm_planning/titlev.

Matching Funds

All projects must provide a 25% match for all HUD funds requested, except leasing funds. Under this NOFO leasing funds are not an eligible cost. Applicants must be prepared to submit signed letters of commitment prior to the project submittal to HUD in November.

Eligible Costs

You may include a budget request with the following eligible costs in the application. However, HUD will award no more than 20 percent of the total funds for use in project-based rental assistance, operating costs, or supportive services. Additionally, HUD will award no more than 10 percent of the total budget (capital costs plus additional eligible costs) for project administrative costs. See pages 34-35 for more project-specific requirements under the [CoC Builds NOFO](#).

- a. Acquisition ([24 CFR 578.43](#));
- b. Rehabilitation ([24 CFR 578.45](#));
- c. New Construction ([24 CFR 578.47](#));
- d. Project-based rental assistance ([24 CFR 578.51\(e\)](#));
- e. Supportive Services ([24 CFR 578.53](#));
- f. Operating Costs ([24 CFR 578.55](#)); and
- g. Project administrative costs ([24 CFR 578.59](#)).

Submission Information

Step 1: Each interested project applicant must have a CoC Builds NOFO Dropbox setup by RTFH. **Instructions on how to request one are mentioned above.** This step is required to submit all requested documents for the local review and selection process.

Step 2: Submit a "[FY 2024 CoC Builds NOFO Intent to Submit Form](#)". This is needed to assess the number of potential project applications that will need to be reviewed. As part of the intent to submit form all required project applicants will be required to sign a Housing First, HMIS, and CES commitment to adhere to HUD required guidelines. **Due by August 30, 2024, by Noon.**

Step 3: “New Applicants” will be required to complete the [FY 2024 General Threshold and New Applicant Checklist](#). See more information below. This will be **due by October 14, 2024** or earlier.

General Threshold NOFO Requirements for New Applicants Checklist

To help ensure compliance with regulatory guidelines and local competition requirements, organizations applying for funds under the HUD CoC Builds NOFO must complete the [FY 2024 General Threshold and New Applicant Checklist](#) and provide attachments as requested. Organizations with current renewal projects under the CoC program should have already completed and submitted this checklist previously. As a result, organizations with **CoC renewal projects do not** need to complete the General Threshold Checklist and Attachments.

Step 4: Submission of project application and all required documents. See more information below regarding submission requirements under the CoC Builds NOFO.

Submission Requirements and Attachments

The Project Applicant will be required to upload the following documents as part of your overall application in your agency CoC Builds NOFO Agency Dropbox folder. All required forms can be found in the [Grant Opportunity Package](#). Please make sure to name documents as they relate to the submission requirement and/or rating factor (e.g. Federal Application: RTFH PSH or Rating Factor C: Project Implementation Schedule). More details can be found within the [CoC Builds NOFO](#). **When submitting required narratives, please submit copies in Word form.**

List of required forms, assurances, certifications, and documents

	Document(s)	Submission Requirement	Notes/Description	Who is responsible
1	Application for Federal Assistance (SF-424)	This form is required	Review section IV.B.2.a. of this NOFO for detailed application requirements	Project Applicant
2	Applicant and Recipient Assurances and Certifications (HUD 424-B)	This form is required	Review section IV.B.2.a. of this NOFO for detailed application requirements	Project Applicant
3	Applicant/Recipient Disclosure/Update Report (HUD 2880)	This form is required	Review section IV.B.2.a. of this NOFO for detailed application requirements	Project Applicant
4	Disclosure of Lobbying Activities (SF-LLL)	This form is conditionally required	Review section IV.B.2.a. of this NOFO for detailed application requirements.	Project Applicant
5	Certification Regarding Lobbying Activities	This form is required		Project Applicant
6	Grant Application Detailed Budget Worksheet (HUD-424-CBW)		This form is contained within the Instruction Package.	Project Applicant
7	Assurances for Non-Construction Programs (SF-424B)	This form is required	This form is contained within the Instruction Package.	Project Applicant
8	Assurances for Construction Programs (SF-424D)	This form is required	This form is contained within the Instruction Package.	Project Applicant

9	Certification of Consistency with the Consolidated Plan	This form is required	Found under “download instructions” as part of the grant opportunity package.	Collaborative Applicant
10	Advancing Racial Equity Narrative	Advancing Racial Equity Narrative (max 2 pages)	Requirements are outlined under Section III.F of the NOFO. Not a scored section, but evaluated for sufficiency. Does not count towards the Narrative page count.	Project Applicant
11	Affirmatively Marketing and Outreach Narrative	Affirmatively Marketing and Outreach Narrative (max 2 pages)	Requirements are outlined under Section III.F of the NOFO. Not a scored section, but evaluated for sufficiency. Does not count towards the Narrative page count.	Project Applicant
12	Affirmatively Furthering Fair Housing Narrative	Affirmatively Furthering Fair Housing Narrative (max 2 pages)	Requirements are outlined under Section III.F of the NOFO. Not a scored section, but evaluated for sufficiency. Does not count towards the Narrative page count.	Project Applicant
13	Code of Conduct Requirement	Code of Conduct	<p>Both you, as the award recipient, and all subrecipients must have a code of conduct (or written standards of conduct). The code of conduct must comply with the requirements included in the “Conducting Business in Accordance with Ethical Standards” section of the Administrative, National and Department Policy Requirements and Terms for HUD Financial Assistance Awards. HUD maintains a list of organizations that have previously submitted written standards of conduct on its Code of Conduct for HUD Grant Programs webpage.</p> <p>Updated written standards should be submitted with the application. Any updates to your written standards, after the application period, should be submitted as directed by the HUD program contact for this NOFO.</p> <p>See page 27-28 of the NOFO</p>	Project Applicant
14	N/A	Negotiated Indirect Cost Rate Letter	<p>Normal indirect cost rules under 2 CFR part 200, subpart E apply. If you intend to charge your indirect costs to the award, your application must clearly state the rate and distribution base you intend to use.</p> <p>If you have a Federally negotiated indirect cost rate, your application must also include a letter or other documentation from the cognizant agency showing the approved rate.</p> <p>See page 33 of NOFO</p>	Project Applicant

15	N/A	Signed letter from CoC Board President	The CoC must include a letter signed by the CoC Board President stating the CoC supports the submission of the selected application.	Collaborative Applicant
16	N/A	Written Commitments from Healthcare organizations, housing providers, and /or social service providers	<p>You must attach letters of commitment, contracts, or other formal written documents that demonstrate the percentage of subsidies or the number of units being provided to support the project.</p> <p>Acceptable forms of commitment are formal written agreements and must include: value of the commitment, and dates the housing and resources will be provided.</p> <p>In-kind resources must be valued at the local rates consistent with the amount paid for services not supported by grant funds.</p> <p>See page 39 of the NOFO</p>	Project Applicant
17		Tribal Resolution Letter	Any applicant that is not a Tribe or TDHE proposing to site a project on a Tribal reservation or trust land must include a Tribal resolution from the Tribe authorizing the applicant to do so or a letter from an official or principal of the Indian Tribe or TDHE who is authorized to act on behalf of the Indian Tribe or TDHE. Tribes do not need to include a Tribal resolution to site a project on their own reservation or trust land.	Project Applicant (If applicable)

Other Submission Requirements

In addition to the items listed above. Each applicant is required to follow the formatting requirements for all narratives and other attachments. Do not submit password protected or encrypted files. Please also use plain language and avoid acronyms (spell out terms).

- 25 pages maximum length of narratives
- Double spaced 12-point (minimum) Times Roman font on letter sized paper (8 1/2 x 11 inches) with at least 1-inch margins on all sides.
- Each rating factor includes the maximum number of pages per rating factor. HUD will not review additional pages submitted over the limit. Budget worksheets do not count toward the maximum number of pages.

Rating Factors (Narratives)

The application is based on 100 points and has a **minimum score threshold of 60 points**. Each rating factor includes a maximum number of pages per response. HUD will only read the number of pages indicated. Any pages above the maximum length will not be reviewed or considered. Project applicants will be required to thoroughly review pages 35-42 of the [CoC Builds NOFO](#) page for more detail on requirements to achieve maximum points under each rating factor.

Rating Factor	Maximum Points	To Receive Maximum Points
a. Development Experience and Leveraging. Maximum 5 pages for this narrative.	24	Demonstrate relevant entities have experience with other projects of similar scope and scale; experience leveraging resources similar to funds proposed in the current project (Examples of resources that will be considered include Low Income Housing Tax Credits, HOME, CDBG, Section 108, Section 202, and Section 811); and provide information regarding the availability of resources dedicated to the proposed project.
b. Managing Homeless Projects Maximum 4 pages.	12	Demonstrate relevant entities have experience administering programs for eligible households experiencing homelessness where one member of the household has a disability.
c. Implementation Schedule Maximum page length not to exceed 2 pages.	12	Complete an implementation schedule and provide a proposed schedule for key milestones.
d. Property Maintenance Maximum 2 pages.	5	Demonstrate how relevant entities will ensure property is maintained annually to prevent unnecessary costly repairs.
e. Unmet Housing Need Maximum 1 page.	7	Describe population served by project and level of unmet need, including a system gaps analysis.
f. Management of Rental Housing Maximum 2 pages.	10	Describe rental housing projects managed by relevant entities including the number of grants, awarded total, type, and number of assisted and non-assisted units
g. Coordinated Entry Maximum 2 pages.	3	Describe how the project will use the CoC's coordinated entry process or another process that meets HUD's minimum requirements.
h. Coordination with Housing Providers, Healthcare Organizations, and social service providers Maximum 2 pages.	10	Demonstrate projects are leveraging non-CoC funded housing resources through coordination with relevant entities.
i. Experience Promoting Racial Equity Maximum 4 pages.	8	Describe the process to involve underserved groups in project processes, build community partnerships with relevant entities, and design or operate projects that improve racial equity.
j. Community Integration for Persons with Disabilities Maximum 2 pages	7	Demonstrate how the project will enable participants to make meaningful choices about services and supports to allow full participation in the community.
k. Section 3 Requirement Maximum 1 page.	2	Describe the actions that will be taken to comply with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD's implementing rules at 24 CFR part 75 to provide employment and training opportunities for low- and very low-income persons, as well as contracting and other economic opportunities for business that provide economic opportunities to low- and very low-income persons.
Policy Initiative Preference Points (Bonus)	2*	Up to 2 preference points may be awarded for applications proposing activities that advance Environmental Justice.

*This NOFO supports the following policy initiatives, for which a maximum of two (2) preference points may be awarded. Preference points are added to your overall application score.

HUD Policy Priorities specific to this NOFO

This NOFO supports [HUD's Strategic Plan for Fiscal Years \(FY\) 2022-2026](#) to accomplish HUD's mission and vision. HUD expects project applicant to align their application to the applicable strategic goals and objectives outlined on pages 6-7 of the [CoC Builds NOFO](#). Use the information in this section to describe in your application the specific goals, objectives, and measures that your project is expected to help accomplish. If selected by HUD you will be expected to establish a plan to track progress related to those goals, objectives, and measures.

FY 2024 CoC Builds NOFO Technical Assistance

Since this is the first year HUD has released a CoCBuils NOFO we first recommend that potential applicants thoroughly read HUD's [Continuum of Care Builds \(CoCBuils\) Notice of Funding Opportunity \(NOFO\)](#) document. A special "CoC Builds" webinar was held for all potential applicants on August 15, 2024. The recording and slides can be found on RTFH's [CoC Build's NOFO page](#).

General information will be provided through General Membership meetings, e-mails to the agency points of contact, and website posts on the [CoC Builds NOFO](#) page.

INVESTMENT IN ALLEVIATING HOMELESSNESS

Thank you for your investment in alleviating homelessness in our region.