



CoC BUILDS NOFO OVERVIEW

HUD released a solicitation for funding which requires approval by the CoC and submission by the collaborative applicant. Funds can be used for capital costs for new construction, acquisition or rehabilitation of new PSH units; costs associated with the ongoing PSH project which could include project-based rental assistance, supportive services, operating – these costs may not exceed 20% of the project budget; and administrative costs of no more than 10% of the requested amount.

The application below, if selected, will be submitted to HUD by the collaborative applicant on behalf of the CoC. Eligible project applicants include nonprofit organizations, states, local governments and public housing agencies.

Applicants must complete the application below as well as the attached budget template. Narratives and other attachments to your application must follow the following format guidelines:

- 25 Pages maximum length of narratives (see the maximum number of pages per rating factor in the application below). Budget worksheets do not count toward the maximum number of pages.
- All narrative responses must be 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.

All application submissions must be emailed to tchc.coc.secretray@gmail.com by 5pm on Friday, November 18, 2024. When you submit your application, please make sure you get an email confirming receipt. If selected, the applicant will be expected to work with the CoC Lead to provide all needed information for the HUD application submission.



Applicant & Project Information:

Applicant Name	
Subrecipient (if applicable)	
Project Name	
Project Location	
Total HUD Request	
Agency Unique Entity ID	

Contact Information for Your Agency

Name of agency representative completing application	
Job Title	
Email Address	
Telephone Number	
Name of agency representative authorized to sign grant documents	
Job Title	
Email Address	
Telephone Number	



A. Development Experience and Leveraging (maximum 5 pages)

1. Provide a description of your project.
 - a. If there are current properties under construction include:
 - i. The amount and type of funds being used to construct the property
 - ii. Evidence of site control
 - iii. Evidence of completed and approved environmental review
 - iv. Identify the owner of the property and their experience with construction and/or rehabilitation
 - v. The number of units that will be finished using CoCBUILDS
2. What is your applicant's experience in developing projects that have a similar scale and scope to this project?
3. Describe the applicant's experience in leveraging resources for capital projects. Examples of prior leveraging experience include Low Income Housing Tax Credits, HOME, CDBG, Section 108, Section 202, and Section 811.
4. Describe the availability of any other resources dedicated to this project, please include the dollar value of these commitments and the overall cost of the project, including the estimated cost per unit. In cases where the project includes more than one type of housing
5. (e.g. townhouses and apartments), or has multiple sites, provide cost per unit information on each site or housing type to the extent possible.
6. Do you have any outstanding loan findings or issues with state or federal funding resources? If yes, please describe.

B. Managing Homeless Projects (4 page maximum)

1. Describe your experience in administering programs or housing tailored to those experiencing homelessness. Please include experience managing four properties

and how your agency determines rent amounts, addresses tenant complaints, and works to provide supportive services.

2. Briefly describe how client's will be connected to the supportive services identified above, the frequency of service provision and how your agency will ensure services provided are client focused.
3. Please describe the methods of transportation that will be available for program participants to travel to doctor appointments, recreation, public services (e.g., post office, library), shopping, other services, etc. If public transportation is available, indicate the hours of operation and the distance from the units.

C. Implementation Schedule (maximum 2 pages)

Describe the proposed project's implementation schedule based on the type of project:

- a. New Construction- date construction will begin and end, and date property will be available for move-in.
- b. Acquisition- date property will be acquired.
- c. Rehabilitation- dates rehabilitation of the property will begin and end.
- d. Provide the proposed schedule for the following:
 - i. Site control, indicate if the property has already been identified
 - ii. Environmental review completion
 - iii. Execution of grant agreement
 - iv. Start and completion dates
 - v. Anticipated date the jurisdiction will issue the occupancy certificate
 - vi. Date property will be available for individuals and families experiencing homelessness to begin occupying the units

D. Property Maintenance (maximum 2 pages)

Describe the property maintenance plan including:

- a) How the property will be maintained annually and needed repairs will be conducted (e.g., checking for roof leaks, routine maintenance for heating and cooling). Identify the source of funds that will be used and whether there will be a reserve fund established specifically for maintenance and repair of the proposed units.
- b) Demonstrate how the project will be able to cover replacement costs (e.g., broken or damaged appliances, major equipment). Indicate if there will be funds provided from other sources and what those sources will be.

E. Unmet Housing Need (maximum 1 page)

Describe the population that will be served by the project and the level of unmet need for new units of permanent supportive housing in the area for that population. Utilize the most

recent Point in Time (PIT) Count and Housing Inventory Count (HIC) data to estimate the gap between the number of units of permanent supportive housing available and the number of individuals and families experiencing homelessness where at least one household member has a disability.

F. Management of Rental Housing (maximum 2 pages)

Describe the applicants experience in management of rental housing projects. Please include any partnerships with organizations within the CoC, project types administered, number of grants received to administer or develop affordable housing in the last three years, and the number of units assisted.

G. Coordinated Entry (maximum 2 pages)

Describe how the project will participate in the CoC's coordinated entry process and how referrals will be accepted from the housing queue for placement in the housing units.

H. Coordination with Housing Providers, Healthcare Organizations, and Social Service Providers (maximum 2 pages)

1. Demonstrate that the project is able to leverage either of the following through written letters of commitment, contracts, or other formal written documents:
 - a) Non-CoC funded housing resources through coordination with housing providers, healthcare organizations, social service providers for new construction, acquisition, or rehabilitation to **provide at least 50%** of the amount being requested or
 - b) Project is leveraging non-CoC funded housing resources to provide subsidies for at least **25% of the units** in the proposed application
2. Provide a written commitment from a healthcare organization, housing provider, or social service provider either:
 - a) Access to housing resources (supportive services, in home care, medical care, behavioral health/substance abuse services) OR
 - b) The value of assistance provided is at least equivalent to \$7500 per unit included in the project. Written commitments must include the value of the commitment and dates when the resources will be available.

I. Experience Promoting Racial Equity (maximum 4 pages)

- Describe the applicant's experience in the following:
- a. Soliciting, obtaining, and applying input from all underserved groups when designing, planning, and implementing housing projects.

- b. Building community partnerships with grassroots and resident-led organizations that provide housing, health care, and supportive services.
- c. Designing or operating programs that have improved racial equity particularly among people experiencing homelessness.

J. Community Integration for persons with disabilities (maximum 2 pages)

Demonstrate how permanent supportive housing will enable program participants to make meaningful choices about housing, health care, and long-term services and supports that will allow them to fully participate in the community. The response should include how the PSH units will ensure non-segregation of individuals and families experiencing homelessness where at least one household member has a disability. Additionally, the response should include state whether the PSH units will be part of mixed-use development, meaning individuals and families that will reside in the units are not all disabled.

K. Section 3 Requirement (maximum 1 page)

Describe the actions that will be taken by project applicants to comply with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u and 24 CFR Part 75) regarding providing employment and training opportunities for low and very low-income persons, as well as contracting with other economic opportunities for business that will provide opportunities to program participants.

L. Environmental Justice (Bonus 2 points)

Describe any activities that advance Environmental Justice for people or communities that have been environmentally underserved or overburdened (low-income and Black and Brown communities):

- a. Reducing or mitigating exposure to environmental and health hazards (industrial facilities, EPA superfund sites, brownfields, legacy pollution, heat islands).
- b. Improving protection from and resilience to environmental harms.
- c. Expanding environmental benefits (clean air/water, public transportation, bike and walking paths, clean energy, green technology, biodiversity).
- d. Overcoming prior disinvestment in environmental infrastructure (drainage systems, green spaces, pollution controls).

*To receive points under this Section, your application must describe in detail how your proposed activities will advance Environmental Justice in one or more of these ways. In addition, to receive points under this Section, your application must also clearly describe how your activities will be informed by input from affected communities. To provide those affected a meaningful opportunity to participate in the design and implementation of your activities, you should make key information available online and through other media,

engage with community leaders, solicit public feedback, hold public meetings at a variety of times and locations or virtually, and respond appropriately to community concerns.

M. Budget Narrative (maximum 1 page)

In addition to the attached budget template, provide a narrative detailing how the funds you applying for through CoCBUILDS will be utilized, including whether you are seeking part of your budget to cover ongoing eligible housing costs such as rental assistance, supportive services, operating etc. If you are seeking funds for rental assistance, please ensure you are using the rental assistance calculator provided on the second tab of the budget template.