

TX-500 CoCBuils Application Checklist

Interested applicants may use this checklist to assist with ensuring they meet the requirements and have prepared all application materials for San Antonio and Bexar County's CoCBuils NOFO Competition. Links to referenced documents are on [Close to Home's website](#).

Organizational Eligibility

- Organization falls under a category in [24 CFR 578.15](#) – nonprofit organization, state government, local government, instrumentality of state and local government, Indian Tribe and Tribally Designated Housing Entity (TDHE), or public housing agency.
- Valid UEI and SAM.gov registration.
- Meets requirements listed on page 21 of the HUD CoCBuils NOFO.
- Resolution of Civil Rights Matters described on page 19 of HUD CoCBuils NOFO.
- Necessary processes and systems in place to comply with the Award Term in Appendix A of [2 CFR part 170](#).
- Ensure compliance with items listed on pages 48 – 51 of HUD CoCBuils NOFO.

Project Eligibility

- Project is located in the geographical area of San Antonio and Bexar County.
- The proposed PSH project budget includes capital costs (construction, acquisition, or rehabilitation) and provides supportive services to program participants experiencing homelessness according to [24 CFR 578.3. paragraphs \(1\); \(2\); or \(4\)](#).
- Will offer ongoing support through the PSH project for an indefinite period (cannot be a time-limited program) and must meet the 15-year use requirement in [24 CFR 578.81](#).
- Applying for the total award available of \$7,500,000 with or without subrecipients.
- Will enter into a grant agreement with HUD no later than September 1, 2025, and will start by October 1, 2025, with a 2-, 3-, 4-, or 5-year grant term.
- Ability to provide proof of site control in accordance with [24 CFR 578.25](#) prior to execution of grant agreement in 2025.
- Will meet timeliness standards outlined in [24 CFR 578.85](#) for new construction or rehabilitation activities (if applicable).
- Budget includes 25% cash or in-kind match that meets requirements in [24 CFR 578.73](#).
- Supportive services, rental assistance, and operating costs cannot exceed 20% of the total budget.
- Administrative costs cannot exceed 10% of the total budget.

TX-500 CoC Eligibility

- The PSH project's policies and procedures will align with local [CoC and ESG Written Standards](#) upon implementation.
- The PSH project will serve program participants who meet the HUD homeless definition by utilizing the TX-500 CoC's Coordinated Entry System ([Homelink](#)) for receiving referrals and will follow local policies and procedures.
- The PSH project will operate by the policies and procedures of the local [Homeless Management Information System \(HMIS\)](#) and will submit all required Annual Performance Reports (APRs).



- The organization will enter into a Memorandum of Understanding (MOU) with Close to Home as detailed in the [CoC Program Policies and Procedures](#).

Application Requirements

- Submits required materials by the deadline to the Collaborative Applicant (Close to Home) as described in the Local RFP & Application Instructions.
- Submits the following Forms/Assurances/Certifications as part of the application package to Close to Home (downloadable from the Close to Home website):
 - Application for Federal Assistance (SF-424)
 - Applicant and Recipient Assurances and Certifications (HUD 424-B)
 - Applicant/Recipient Disclosure/Update Report (HUD 2880)
 - Disclosure of Lobbying Activities (SF-LLL)
 - Certification Regarding Lobbying Activities
 - Assurances for Construction Programs (SF-424D)
 - Assurances for Non-Construction Programs (SF-424B)
 - Grant Application Detailed Budget Worksheet (HUD-424-CBW) (in PDF)
 - Certificate of Consistency with Consolidated Plan – City of San Antonio
 - Certificate of Consistency with Consolidated Plan – Bexar County
- Submits the following additional attachments as part of the application package to Close to Home:
 - Answers to scored narratives in V.A.1.a. – V.A.1.k. (pages 7 – 10 of Local RFP and Application Instructions) that meet the formatting requirements listed on page 7.
 - Answers to non-scored narratives in IV.B.2. (pages 10 – 12 of Local RFP and Application Instructions) that meet formatting requirements listed on pages 7 and 10.
 - Letters of commitment from partners providing housing and/or healthcare services (see Narrative V.A.1.h.)
 - Letters of commitment from other partners (if applicable)
 - Organization's Code of Conduct or Written Standards of Conduct (if not listed on [HUD's website](#))
 - In-kind match letter that meets [HUD's requirements](#) (if applicable)