

# **FY24 CoCBuilds NOFO Local Request for Proposal (RFP) and Application Instructions**

***TX-500: San Antonio and Bexar County CoC***

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## FY24 CoCBUILDS NOFO Local RFP and Application Instructions

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## TX-500 2024 CoCBUILDS NOFO Local Request for Proposals (RFP)

### Overview

Close to Home, as the designated Collaborative Applicant for TX-500, invites eligible organizations to apply for the U.S. Department of Housing and Urban Development's (HUD) [Continuum of Care Builds Notice of Funding Opportunity \(CoCBUILDS NOFO\)](#). CoCBUILDS is a special grant opportunity that aims to address and reduce persons experiencing homelessness by adding new units of permanent supportive housing (PSH) through new construction, acquisition, or rehabilitation, that provide access to supportive and public services through one-time awards under the CoC Program. As San Antonio and Bexar County's Collaborative Applicant, Close to Home is required to conduct a local competition in accordance with HUD's rules and regulations and submit the grant on behalf of the selected project applicant.

There is **\$7,500,000** available for **one recipient** to implement a project within the geographical area of San Antonio and Bexar County. Project applicants should apply for the full amount whether the selected grant term is 2, 3, 4, or 5 years. Close to Home encourages interested applicants to attend the grant conference and read the HUD CoCBUILDS NOFO and this local RFP document in their entirety prior to starting an application. Visit [Close to Home's website](#) for application resources and links, including helpful checklists for eligibility criteria and application materials. See **Appendix A** for a timeline of activities.

### Permanent Supportive Housing (PSH)

Permanent Supportive Housing (PSH) is permanent housing in which housing assistance and 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 achieve housing stability and live independently. A qualifying PSH project offers ongoing support for an indefinite period (cannot be a time-limited program) and must meet the 15-year use requirement in [24 CFR 578.81](#). PSH is beneficial for several reasons, including providing stability, offering supportive services, reducing overall public costs, improving health outcomes, integrating individuals into their communities, and preventing recidivism.

Through this funding opportunity, HUD encourages CoCs, applicants, and developers to partner to determine an economical way to increase permanent supportive housing supply for those experiencing homelessness that considers adaptive reuse and [conversion of hotel properties](#). Additionally, CoCs and applicants should engage local leaders to mitigate zoning and land use issues that may impact adding permanent supportive housing units to the CoC's housing stock. For assistance connecting with other partners to collaborate on a joint application regarding capital costs, development, operations, or supportive services, contact Netanya Jamieson at the Local Initiatives Support Coalition at [njamieson@lisc.org](mailto:njamieson@lisc.org).

Eligible program participants (beneficiaries) for PSH are individuals and families experiencing homelessness as outlined in [24 CFR 578.3](#) paragraphs (1); (2); or (4) where at least one individual in the household has a disability. TX-500 is prioritizing projects that plan to serve those experiencing [chronic homelessness](#).

In addition to following the requirements of a CoC-funded PSH project in [24 CFR 578](#), PSH projects funded through CoCBUILDS must utilize San Antonio and Bexar County's Coordinated Entry System, [Homelink](#), to receive referrals, operate by the policies of the local [Homeless](#)

[Information Management System \(HMIS\)](#), follow [TX-500 CoC and ESG Written Standards](#) for operating a PSH project in San Antonio and Bexar County, and enter into an Memorandum of Understanding with Close to Home as detailed in the [CoC Program Policies and Procedures](#).

## Eligibility Requirements

### *Eligible Applicants*

Eligible applicants are listed in [24 CFR 578.15](#) and include nonprofit organizations; state governments; local governments; instrumentalities of state and local governments; Indian Tribes and Tribally Designated Housing Entities (TDHE); and public housing agencies. For-profit entities are ineligible to apply for grants and are prohibited from being subrecipients of CoC Program grant funds. If you are a faith-based organization, refer to page 18 of the CoCBuilds NOFO.

### *Project Threshold Requirements*

Applicants who fail to meet any of the following threshold eligibility requirements are deemed ineligible:

1. Including capital costs in the proposed budget (see Eligible Costs section for more information)
2. Either including supportive services in the proposed budget or leveraging funds to provide supportive services to program participants in the PSH units (see Eligible Costs section for more information)
3. Cost Sharing or Matching
  - a. As described in [24 CFR 578.73](#), project applicants must match all grant funds with no less than 25% of funds or in-kind contributions from other sources. [Click here for resources on CoC match requirements.](#)
4. CoC Review of Project Applications
  - a. Close to Home is representing the TX-500 CoC and will score the projects based on the scoring criteria outlined in Section V.A. of the CoCBuilds NOFO.
  - b. The project that is recommended for funding by the TX-500 CoC will be submitted through the Grants.gov portal by Close to Home on behalf of the project applicant and subrecipients.
  - c. **Any organization that applies through Grants.gov without approval by the CoC will be rejected by HUD.**

### *Statutory and Regulatory Requirements*

Applicants who fail to meet any of the following eligibility requirements are deemed ineligible to receive HUD funding. [Click here for more information on each requirement.](#) (Note – this version is from 2022 as HUD has not yet updated their 2024 version. For requirement #1, HUD now requires a valid UEI in addition to SAM.gov registration.)

1. Unique Entity Identifier (UEI) and System for Award Management (SAM.gov) Requirements
2. Outstanding Delinquent Federal Debts
3. Debarments or Suspensions, or both
4. Mandatory Disclosure Requirements
5. Pre-selection Review of Performance
6. Sufficiency of Financial Management System

7. False Statements
8. Prohibition Against Lobbying Activities
9. Resolution of Civil Rights Matters (see pg. 19 of CoCBUILDS NOFO)

Furthermore, applicants must have the necessary processes and systems in place to comply with the Award Term in Appendix A of [2 CFR part 170](#).

## Eligible Costs

### Capital Costs

The project applicant's budget must include capital costs<sup>1</sup> for new construction ([24 CFR 578.47](#)), acquisition ([24 CFR 578.43](#)), or rehabilitation ([24 CFR 578.45](#)) of new PSH units.

### Eligible CoC Program Costs

The project applicant's budget may include costs for other eligible CoC Program costs<sup>2</sup> associated with the PSH project such as project-based rental assistance ([24 CFR 578.51\(e\)](#)), operating costs ([24 CFR 578.55](#)), or supportive services ([24 CFR 578.53](#)) that are no more than 20% of the total budget requested. Funds awarded for rental assistance will be adjusted by applying the Fair Market Rent (FMR) in effect at the time of application submission to HUD. HUD will increase funds awarded for operating costs based on the average increase in FMR amounts within the CoC's geographic area, weighted for population density.

### Administrative Costs

The project applicant's budget may include administrative costs<sup>3</sup> ([24 CFR 578.59](#)) of no more than 10% of the total amount requested for capital costs and, if included, eligible CoC Program costs outlined in part b.

### Pre-Award Costs

Under [24 CFR 200.458](#), pre-award costs are allowable with written approval from HUD if such costs: a) are consistent with 2 CFR 200.458; and b) would be allowable as a post-award costs; and c) do not exceed 10% of the total funds obligated to this award. However, HUD will not consider eligibility for pre-award costs until after the date of the HUD selection notice. See page 34 of the CoCBUILDS NOFO for more information.

### Indirect Cost Rate

Normal indirect cost rate rules under [24 CFR part 200, subpart E](#) apply. See page 34 of the CoCBUILDS NOFO for more information.

### Subrecipients

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<sup>1</sup> Capital costs awarded under this NOFO are not eligible for renewal in the CoC Program Competition.

<sup>2</sup> Costs such as project-based rental assistance, operating costs, and supportive services awarded under this NOFO may be eligible for renewal in the CoC Program Competition.

<sup>3</sup> Administrative costs awarded under this NOFO may be eligible for renewal in the CoC Program Competition.

Project applicants may partner with a subrecipient(s) to carry out certain cost activities of a federal award. Any subrecipients listed in the project application must meet the same eligibility requirements as the recipient.

## Grant Term and Period of Performance

Grant terms may be 2, 3, 4, or 5 years. Project applicants should select the grant term based on the type of capital costs project you are submitting and the realistic time frame for completion. Generally, rehabilitation and acquisition time frames are less than new construction. Projects selected for conditional award must be able to:

- a. Provide proof of site control ([24 CFR 578.25](#)) prior to execution of the grant agreement (in 2025); and
- b. Execute the grant agreement with HUD no later than September 1, 2025; and
- c. Have a completed environmental review before awarded funds can be drawn for project activities (see page 50 of CoCBUILDS NOFO); and
- d. Meet the timeliness standards outlined in [24 CFR 578.85](#) for new construction or rehabilitation activities.

The estimated project start date for CoCBUILDS is October 1, 2025, and the estimated project end date is October 1, 2030. The period of performance dates may range anywhere from 24 months to 60 months, depending on the grant term.

## Application Materials

Project applicants will access application materials from Close to Home’s website, not from Grants.gov.

## Forms/Assurances/Certifications Attachments

The following attachments are required and must be emailed in accordance with the application submission instructions below. These forms are available for download on the Close to Home website.

	<b>Forms/Assurances/Certifications</b>	<b>Reference from CoCBUILDS NOFO</b>
1.	Application for Federal Assistance (SF-424)	Pages 26-27
2.	Applicant and Recipient Assurances and Certifications (HUD 424-B)	Page 27
3.	Applicant/Recipient Disclosure/Update Report (HUD 2880)	Page 27
4.	Disclosure of Lobbying Activities (SF-LLL)	Page 28
5.	Certification Regarding Lobbying Activities	Page 28

6.	Assurances for Construction Programs (SF-424D)	N/A
7.	Assurances for Non-Construction Programs (SF-424B)	N/A
8.	Grant Application Detailed Budget Worksheet (HUD-424-CBW)	N/A
9.	Certificate of Consistency with the Consolidated Plan – City of San Antonio (HUD 2991)	Page 12
10.	Certificate of Consistency with the Consolidated Plan – Bexar County (HUD 2991)	Page 12

## Narrative Attachments

Narratives must follow HUD’s formatting guidelines:

- Use the rating factor title to indicate the rating factor you are addressing; e.g., V.A.1.a Development Experience and Leveraging. You should not include the entire question.
- Each narrative description below includes a maximum number of pages. Additional pages submitted over the limit will not be reviewed.
- Double spaced
- 12-point (minimum) Times Roman font
- Letter sized paper (8 ½ x 11 inches) with at least 1-inch margins on all sides

### V.A.1. Narratives

The following narratives V.A.1.a – V.A.1.k. should be combined into 1 Word document with a maximum of 25 pages that follow the formatting specifications above.

#### V.A.1.a. Development Experience and Leveraging (5 pages maximum)

- Demonstrate that the applicant, developer, and relevant subrecipients have experience with at least four other projects that have a similar scope and scale as the proposed project.
- Demonstrate that the applicant, developer, and relevant subrecipients have experience leveraging resources substantially similar to the funds being proposed in the current project. HUD will evaluate up to 3 examples of prior leveraging experience for up to the five largest (by dollar value being contributed to the project) resources being leveraged for the proposed project. Examples of resources that will be considered include Low Income Housing Tax Credits, HOME, CDBG, Section 108, Section 202, and Section 811.
- Provide information regarding the availability of low-income housing tax credit commitments, project-based rental assistance, and other resources dedicated to the proposed project. Describe the dollar value of each of these commitments and describe the overall cost of the project, including the estimated cost per unit. In cases where the project includes more than one type of housing (e.g. townhouses and apartments), or has multiple sites, provide cost per unit information on each site or housing type to the

extent possible.

- If there are current properties under construction or rehabilitation where CoCBUILDS funds could be used to obtain units, in addition to the bulleted items above, provide:
  - the amount and type of funds being used to construct the property;
  - evidence of site control;
  - evidence of completed and approved environmental review;
  - identify the owner of the property and their experience with constructing or rehabilitation; and
  - the number of units that will be finished using CoCBUILDS funds.

#### **V.A.1.b. Managing Homeless Projects** (4 pages maximum)

- Demonstrate that your organization and that your proposed subrecipients have experience administering programs for individuals and families experiencing homelessness where one member of the household has a disability. Your response must include:
  - Experience managing at least 4 properties that at a minimum includes how you determine the amount of rent to charge based on unit size, addressing program participant complaints, working with other service organizations that may place program participants in the units, and maintaining the properties.
  - Type and frequency of supportive services that will be available (e.g., case management, life skills, health care). See 24 CFR part 578.53 for full list of CoC Program eligible supportive services. State whether your organization or another organization will provide supportive services. If other organizations will provide some or all of the supportive services, provide the organization(s) name, address, email address, and phone number. If your organization will provide direct supportive services with CoCBUILDS funds, you must complete the Supportive Services Budget.
  - Providing transportation for program participants. 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.

#### **V.A.1.c. Implementation Schedule** (2 pages maximum)

- Complete an implementation schedule based on the proposed CoCBUILDS project that is realistic and will be ready for occupancy within 36 months of award.
- Based on type of capital cost requested, provide:
  - New Construction – date construction will begin and end, and date property will be available for move-in.
  - Acquisition – date property will be acquired.
  - Rehabilitation – dates rehabilitation of the property will begin and end.
- Provide the proposed schedule for the following activities:
  - site control, indicate if the property has already been identified;
  - environmental review completion;
  - execution of grant agreement;
  - start and completion dates;
  - anticipated date the jurisdiction will issue the occupancy certificate;
  - date property will be available for individuals and families experiencing homelessness to begin occupying units.



**V.A.1.d. Property Maintenance** (2 pages maximum)

- Demonstrate how you will ensure the property is maintained annually to prevent unnecessary costly repairs. Your description must include:
  - How the property will be maintained annually and needed repairs are 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 proposed units.
  - Demonstrate how the project will be able to cover replacement costs (e.g., replacing broken or damaged appliances, major equipment). Indicate if there will be funds provided from other sources and what those sources will be.

**V.A.1.e. Unmet Housing Need** (1 page maximum)

- Describe the population that will be served by the project and the level of unmet need for new units of permanent supportive housing in your area for that population. Using the PIT Count and HIC information, estimate the gap between the number of units of permanent supportive housing available and the number of homeless individuals and families experiencing homelessness where at least one household member has a disability. Maximum points will be awarded for applicants that demonstrate that there are fewer than 50 PSH beds available in a given year for each 100 people in the population that is proposed to be served.

**V.A.1.f. Management of Rental Housing** (2 pages maximum)

- Describe the rental housing projects you or your subrecipient have managed. If you have or will partner with other organization(s) within the CoC to manage a property(s), provide the organization's information, type of program participants assisted, and experience.
- Include the number of grants for affordable housing awarded over the last three years, total amount of awards, and the type of subsidy funding or financing provided for housing.
- Specify the number of assisted and non-assisted units in each property you list.

**V.A.1.g. Coordinated Entry** (2 pages maximum)

- Demonstrate how the project will use the CoC's coordinated entry process, or in the case of victim service providers, another coordinated entry process that meets HUD's minimum requirements, to refer individuals and families experiencing homelessness in the new PH-PSH units. The response must include the coordinated entry process implemented and how program participants will be placed in the project.

**V.A.1.h. Coordination with Housing Providers, Healthcare Organizations, and Social Service Providers** (2 pages maximum)

Leveraging Housing:

- Demonstrate through formal written commitment either that:
  - The project is leveraging non-CoC funded housing resources through coordination with housing providers, healthcare organizations, and social service providers for new construction, acquisition, and rehabilitation to provide at least 50 percent of the amount being requested in the application, or
  - The project is leveraging non-CoC funded housing resources to provide subsidies for at least 25 percent of the units that are proposed in the application.
- You must attach letters of commitment, contracts, or other formal written documents that demonstrate the percentage of subsidies or number of units being provided to support the project.

#### Leveraging Housing Resources:

- Demonstrate through formal written commitment(s) from a healthcare organization, housing provider, and/or social service provider:
  - Access to housing resources (e.g., supportive services, home-based and long-term services and supports, primary and medical care, behavioral health, substance use disorder treatment and recovery, and other services); or
  - The value of assistance being provided is at least an amount that is equivalent to at least \$7,500 per unit included in the proposed project.
- Formal written agreements must include:
  - The value of the commitment
  - The dates the housing and resources will be provided.
- In-kind resources must be valued at the local rates consistent with the amount paid for services not supported by grant funds.

#### **V.A.1.i. Experience Promoting Racial Equity** (4 pages maximum)

- Describe experience soliciting, obtaining, and applying input from underserved groups when designing, planning, and implementing housing projects.
- Describe experience building community partnerships with grassroots and resident-led organizations that provide housing, health care, and supportive services.
- Describe experience designing or operating programs that have improved racial equity, particularly among people experiencing homelessness.

#### **V.A.1.j. Community Integration for Persons with Disabilities** (2 pages maximum)

- 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.

#### **V.A.1k. Section 3 Requirement** (1 page maximum)

- 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) (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. This does not affect applicant's existing responsibilities to provide training, employment, and other economic opportunities pursuant to Section 3 that result from their receipt of other HUD funding. Grants to Indian Tribes are subject to Indian Preference under Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5307(b) and are not subject to Section 3 requirements.

#### **IV.B.2. Narratives**

Each of the IV.B.2 narratives should be in a separate Word document following the specifications above. Note – these do NOT count toward the 25 maximum pages.

#### **IV.B.2. Advancing Racial Equity Narrative** (2 pages maximum)

In accordance with [Executive Order 13985](#), Executive Order 14091, Executive Order on Further Advancing Racial Equity and Support for Underserved Communities Through The Federal Government, and Federal Fair Housing and Civil Rights Laws, your narrative must address the following:

- You analyzed the racial composition of the persons or households who are expected to benefit, directly or indirectly, from your proposed award activities;
- You identified any potential barriers to persons or communities of color equitably benefiting from your proposed award activities;
- You detailed the steps you will take to prevent, reduce, or eliminate these barriers; and
- You have measures in place to track your progress and evaluate the effectiveness of your efforts to advance racial equity in your award activities.

This narrative is required and must address the four bullets outlined in the paragraph above in 2 pages or less. This narrative will be evaluated for sufficiency and will not change the applicant's score or rank as compared to other applicants. If the narrative is deemed insufficient, it will be a "Curable Deficiency" that will be communicated to the applicant for correction with a notice of deficiency.

#### **IV.B.2. Affirmative Marketing and Outreach Narrative** (2 pages maximum)

Any outreach or marketing conducted under a HUD award must be conducted broadly throughout the local area and nearby areas and targeted to reach any eligible persons in demographic groups that would be unlikely or least likely to be aware of the benefits of a HUD award absent such efforts, or entities that serve such groups. Such demographic groups may include, for example, Black and Brown persons or communities, individuals with limited English proficiency, individuals with disabilities, or families with children. Strategies for affirmative marketing or outreach include outreach through community contacts or service providers or at community centers serving the target population; and marketing on websites, social media channels, television, radio, and print media serving local members of the targeted group. You must submit a narrative describing the affirmative marketing/outreach activities that will be conducted if you are selected for a HUD award.

This narrative is required and must address the issues outlined in the paragraph above in 2 pages or less. This narrative will be evaluated for sufficiency and will not change the applicant's score or rank as compared to other applicants. If the narrative is deemed insufficient, it will be a "Curable Deficiency"

#### **IV.B.2. Affirmatively Furthering Fair Housing Narrative** (2 pages maximum)

The narrative must discuss how the applicant will carry out the proposed activities in a manner that affirmatively furthers fair housing in compliance with the Fair Housing Act and its implementing regulations and how applicants will meet the requirements of the definition of affirmatively furthering fair housing at 24 CFR 5.151. If the applicant will carry out proposed activities with an Assessment of Fair Housing (AFH), the proposed activities should be consistent with the AFH's fair housing goals and with fair housing strategies specified in the jurisdiction's Consolidated Plan or Public Housing Agency Plan.

Applicants must address this requirement by submitting a written narrative which describes how

their proposed NOFO activities are aligned with the requirement to affirmatively further fair housing (AFFH). Specifically, applicants should describe how their proposed NOFO activities will meaningfully:

1. Address significant disparities based on protected class in unmet housing needs
2. Address disparities based on protected class in access to opportunity
3. Address segregation and promoting integration
4. Transform racially or ethnically concentrated areas of poverty into well-resourced areas of opportunity without displacing existing residents, and/or
5. Foster and maintain compliance with civil rights and fair housing laws].

If the narrative is deemed insufficient, it will be a “Curable Deficiency” that will be communicated to the applicant for correction with a notice of deficiency.

## Additional Attachments

The following attachments may also be applicable to your application:

- Letters of commitment from partners providing housing and/or healthcare services (see Narrative V.A.1.h.)
- Letters of commitment from other partners or subrecipients (if applicable)
- Organization’s Code of Conduct or Written Standards of Conduct ([if not listed on HUD’s website](#))
- If providing an in-kind match, you must include a match letter that meets [HUD’s requirements](#)

## Application Review and Selection Process

After applications have been received, Close to Home will organize an Independent Review Team (IRT) who will score the applications based on the rubric referenced in **Appendix B**, which is from the scoring criteria that HUD details in the CoCBuils NOFO on pages 35-40 and includes bonus points for federal and local priorities. The CoC Board of Directors will make the final recommendation of the project application included in the CoCBuils application package to HUD.

To learn more about how HUD will evaluate applications, see pages 40–43 of the CoCBuils NOFO.

## Submission Instructions

Applicants will submit the required attachments and narratives via email to [katiehubble@closetohomesa.org](mailto:katiehubble@closetohomesa.org). We suggest that you compress the files using zip to ensure there is enough space to send.

## Contact Information

Close to Home/CoC: Katie Hubble [katiehubble@closetohomesa.org](mailto:katiehubble@closetohomesa.org)

HUD: [CoCBuils@hud.gov](mailto:CoCBuils@hud.gov)

## Appendix A: TX-500 CoCBUILDS Timeline

<p><b>Wednesday, July 22, 2024</b></p>	<p><b>FY24 Housing and Urban Development CoCBUILDS Notice of Funding Opportunity (NOFO) Released</b>  <a href="#">Click here to access NOFO &amp; HUD resources</a></p>
<p><b>Tuesday, September 3, 2024</b></p>	<p><b>Local Application Materials Released</b>  Application materials can be found on <a href="#">Close to Home's website</a></p>
<p><b>Tuesday, September 10, 2024</b>  12:30 – 1:30 pm</p>	<p><b>CoCBUILDS Grant Conference (Virtual)</b>  Note that this session is <i>*required*</i> for applicants and will include an overview of the funding opportunity. It will be recorded.</p>
<p><b>Wednesday, October 16, 2024</b>  5:00 pm CT</p>	<p><b>Deadline for Close to Home Technical Assistance.</b>  Technical assistance questions must be submitted to <a href="mailto:katiehubble@closetohome.org">katiehubble@closetohome.org</a> by the deadline, or they will not be reviewed.</p>
<p><b>Friday, October 18, 2024</b>  12:00 pm (Noon) CT</p>	<p><b>Application Deadline</b>  Materials must be submitted via email in accordance with the requirements outlined in this RFP.</p>
<p><b>Monday, October 21, 2024 –</b>  <b>Friday, October 25, 2024</b></p>	<p><b>Independent Review Team Application Review and Project Selection Process</b>  These sessions are closed to the public.</p>

<p><b>Monday, October 28, 2024 – Tuesday, November 12, 2024</b></p>	<p><b>Notification Provided to Applicants + Technical Assistance</b></p> <p>Close to Home will notify Applicants if their project has been selected along with changes needed to the selected application. Close to Home will provide technical assistance to improve application materials.</p>
<p><b>Wednesday, November 13, 2024</b></p>	<p><b>Applicant must submit final application materials to Close to Home</b></p>
<p><b>November 21, 2024 at 10:59 PM CT</b></p>	<p><b>Final CoCBUILDS Application Submission Deadline to HUD</b></p> <p>To be submitted by Collaborative Applicant Close to Home in Grants.gov</p>

## Appendix B: CoCBUILDS Scoring Rubric

Rating Factor		Max Points
<b>A. Development Experience and Leveraging (24 Points)</b>		
A1.	Demonstrate that the applicant, developer, and relevant subrecipients have experience with at least 4 other projects that have similar scope and scale as the proposed project.	8
A2.	Demonstrate that the applicant, developer, and relevant subrecipients have experience leveraging resources substantially similar to the funds being 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.	8
A3.	Provide information regarding the availability of low-income housing tax credit commitments, project-based rental assistance, and other resources dedicated to the proposed project. Describe the dollar value of each of these commitments and describe the overall cost of the project, including the estimated cost per unit.	8
<b>B. Managing Homeless Projects (12 Points)</b>		
Demonstrate that your organization and that your proposed subrecipients have experience administering programs for individuals and families experiencing homelessness where one member of the household has a disability. The response must include:		
B1.	Experience managing at least 4 properties that at a minimum includes how you determine the amount of rent to charge based on unit size, addressing program participant complaints, working with other service organizations that may place program participants in the units, and maintaining the properties	8
B2.	Type and frequency of supportive services that will be available (e.g., case management, life skills, health care). State whether your organization or another organization will provide supportive services. If other organizations will provide some or all of the supportive services, provide the organization(s) name, address, email address, and phone number. If your organization will provide direct supportive services with CoCBUILDS funds, you must complete the Supportive Services Budget.	3
B3.	Providing transportation for program participants. 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.	1

<b>C. Implementation Schedule (12 Points)</b>		
C1.	<p>The implementation schedule is complete and has all the necessary elements:</p> <p>The date construction or rehabilitation will begin and end (for construction or rehabilitation activities)</p> <p>The date the property will be acquired (for acquisition activities)</p> <p>Site control, indicate if the property has already been identified</p> <p>Environmental review completion</p> <p>Execution of grant agreement</p> <p>Start and completion dates</p> <p>Anticipated date the jurisdiction will issue the occupancy certificate</p> <p>Date the property will be available for individuals and families experiencing homelessness to begin occupying units</p>	4
C2.	The likelihood that development milestones will be met.	4
C3.	The likelihood that the project will be ready for occupancy within 36 months of award (anticipated award date: October 2025)	4
<b>D. Property Maintenance (5 Points)</b>		
D1.	<p>Demonstrate how you will ensure the property is maintained annually to prevent unnecessary costly repairs. Your description must include:</p> <p>How the property will be maintained annually and needed repairs are 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 proposed units.</p> <p>How the project will be able to cover replacement costs (e.g., replacing broken or damaged appliances, major equipment). Indicate if there will be funds provided from other sources and what those sources will be.</p>	5



<b>E. Unmet Housing Need (7 Points)</b>		
E1.	Describe the population that will be served by the project and the level of unmet need for new units of permanent supportive housing in your area for that population. Using the Point-in-Time (PIT) Count and Housing Inventory Count (HIC) information, estimate the gap between the number of units of permanent supportive housing available and the number of homeless individuals and families experiencing homelessness where at least 1 household member has a disability.	7
<b>F. Management of Rental Housing (10 Points)</b>		
F1.	Describe the rental housing projects you or your subrecipient have managed. If you have or will partner with other organization(s) within the CoC to manage a property(s), provide the organization's information, type of program participants assisted, and experience.	10
	Include the number of grants for affordable housing awarded over the last 3 years, total amount of awards, and the type of subsidy funding or financing provided for housing.	
	Specify the number of assisted and non-assisted units in each property you list. Maximum points will be available for adequately describing management of at least 4 times the number of properties and units proposed in this application.	
<b>G. Coordinated Entry (3 Points)</b>		
G1.	Demonstrate how the project will use the CoC's coordinated entry process, or in the case of victim service providers, another coordinated entry process that meets HUD's minimum requirements, to refer individuals and families experiencing homelessness in the new PH-PSH units. The response must include the coordinated entry process implemented and how program participants will be placed in the project.	3

**H. Coordination with Housing Providers, Healthcare Organizations, and Social Service Providers (10 Points)**

Acceptable forms of commitment for this section are formal written agreements and must include: (1) the value of the commitment and (2) the dates the housing and resources will be provided. In-kind resources must be valued at the local rates consistent with the amount paid for services not supported by grant funds.

H1	<p>Demonstrate through letters of commitment, contracts, or other formal written documents that a percentage of subsidies or number of units being provided to support the project:</p> <p>Leverage non-CoC funded housing resources through coordination with housing providers, healthcare organizations, and social service providers for new construction, acquisition, and rehabilitation to provide at least 50 percent of the amount being requested in the application, or</p> <p>Leverage non-CoC funded housing resources to provide subsidies for at least 25 of the units that are proposed in the application.</p>	5
H2.	<p>Demonstrate through written commitment from a healthcare organization, housing provider, and/or social service provider:</p> <p>Access to housing resources (e.g., supportive services, home-based and long-term services and supports, primary and medical care, behavioral health, substance use disorder treatment and recovery, and other services); or</p> <p>That the value of assistance being provided is at least an amount that is equivalent to at least \$7,500 per unit included in the proposed project.</p>	5

**I. Experience Promoting Racial Equity (8 Points)**

I1.	<p>Describe experience soliciting, obtaining, and applying input from underserved groups when designing, planning, and implementing housing projects.</p> <p>Describe experience building community partnerships with grassroots and resident-led organizations that provide housing, healthcare, and supportive services.</p>	8
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<b>J. Community Integration for Persons with Disabilities (7 Points)</b>		
J1.	Demonstrate how permanent supportive housing will enable program participants to make meaningful choices about housing, healthcare, 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 1 household member has a disability. Additionally, the response should 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.	7
<b>K. Section 3 Requirement (2 Points)</b>		
K1.	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) (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. This does not affect applicant's existing responsibilities to provide training, employment, and other economic opportunities pursuant to Section 3 that result from their receipt of other HUD funding.	2
<b>L. Bonus Points (7 Points)</b>		
L1.	<p>Project includes one or more of the following activities that advance Environmental Justice include doing the following for people or communities that have been environmentally underserved or overburdened (e.g., low-income and Black and Brown communities). In addition, your application must also clearly describe how your activities will be informed by input from affected communities, including making key information available online and through other media, engaging with community leaders, soliciting public feedback, holding public meetings at a variety of times and locations or virtually, and responding appropriately to community concerns.</p> <ul style="list-style-type: none"> <li>- Reducing or mitigating exposure to environmental and health hazards (e.g. industrial facilities, EPA superfund sites, brownfields and legacy pollution, heat islands).</li> <li>- Improving protection from and resilience to environmental harms (e.g. fire-resistant materials, floodproofing).</li> <li>- Expanding environmental benefits (e.g. clean air and water, public transportation, bike and walking paths, clean energy, green technology, biodiversity)</li> <li>- Overcoming prior disinvestment in environmental infrastructure (e.g. drainage systems, green spaces, pollution controls)</li> </ul>	2
L2.	Project plans to prioritize serving people who meet the HUD definition of chronic homelessness	5
<b>Total (without bonus)</b>		<b>100</b>
<b>Total (with bonus)</b>		<b>107</b>