



FY 2024 CoCBuilds NOFO: Invitation to Apply Instructions for New PSH Projects

Issued By:

*Sacramento Steps Forward & Sacramento City & County
Continuum of Care*

Invitation Release Date:

Monday, September 9, 2024

Mandatory Applicant Informational Session

Date:

Tuesday, September 17, 2024 at 10:00AM

Local Application Due Date:

Friday, October 4, 2024



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Background

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) (FR-6800-N-25A) with a total of \$175,000,000 available for the development of Permanent Supportive Housing (PSH) units. Access the full announcement [here](#). This NOFO represents a significant opportunity for our Continuum of Care (CoC) to address homelessness by increasing the availability of PSH units through new construction, acquisition, or rehabilitation.

Sacramento Steps Forward Organizational Overview

Sacramento Steps Forward (SSF) is a 501(c)(3) nonprofit that partners with local, state, and federal agencies to accomplish our shared goal of ending homelessness. We focus on strengthening our community’s response to homelessness by utilizing data and analytics to drive system-level changes, prioritize racial equity, and enhance access to services. SSF works to prevent and end homelessness through our five core services:

- **Lead Community-Wide Planning and Engagement** – As the Continuum of Care (CoC) agency for our region, we guide initiatives, coordinate resources, and foster collaborative partnerships to strengthen our community’s response to homelessness.
- **Increase Capacity & Knowledge** – We notify providers and the community of capacity-building resources and develop and maintain provider training and curriculums.
- **Manage Funding & Compliance** – We identify and apply for state and federal funding, and track, evaluate, and monitor fund use and compliance.
- **Collect, Process, & Share Data** – We administer the Homeless Management Information System (HMIS) for Sacramento County, and develop and share data to inform new initiatives and program improvement.
- **Facilitate Access to Shelter, Housing, & Services** – We collaborate with, integrate, and support housing and shelter programs in the Coordinated Access System (CAS), and manage client referrals to participating providers.
- **Improve Equity, Fairness, Efficiency, & Effectiveness** – We evaluate and encourage racial equity, inform system standards supporting those experiencing homelessness, and evaluate the inclusivity of the client’s experience.



Sacramento Steps Forward is the Collaborative Applicant for the Sacramento City & County Continuum of Care. CoCBUILDS applications are to be completed by the organization requesting funds, but must be submitted by the CoC's Collaborative Applicant, including Collaborative Applicants designed by HUD as a Unified Funding Agency (UFA).

Invited Applicant Advisement

Applicants should thoroughly review this Invitation to Apply, the CoC Builds NOFO, and the Scoring Factors. Applicants will be required to self-score as a part of the local application. If invited applicants do not believe they will score at least 60 or more (out of 100) on the application, SSF strongly urges the invited applicant to withdraw their proposal.

Project Overview

Project Period

The project period can extend up to 60-months, offering a flexible timeline for project completion.

- Estimated Project Start Date: 10/01/2025
- Estimated Project End Date: 10/01/2030

Contacts

General information will be provided through CoC Board meetings, e-mails to the agency points of contact, and website posts on the CoC Builds NOFO page.

For questions or concerns regarding the 2024 CoC Builds NOFO CoC Competition, please reference the following contacts:

- SSF: rbereza@sacstepsforward.org
- HUD: CoCBUILDS@hud.gov

Scope of Work

Program Description (excerpted from [CoCBUILDS 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 be directed to meeting the needs of individuals and families experiencing homelessness. PSH 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. Additionally, no more than 20 percent of each award may be used for other eligible CoC Program activities associated with the PSH project (e.g., supportive services, operating costs (Section IV.G.3 of this NOFO)), and no more than 10 percent of an award may be used for project administration.

Permanent supportive housing is beneficial for several reasons:

- **Stability:** It provides stable housing for individuals who may otherwise be experiencing homelessness or precariously housed, offering a foundation for stability in their lives.
- **Support Services:** It offers on-site or readily accessible, voluntary support services such as counseling, healthcare, substance abuse treatment, and job training, tailored to the individual's needs.
- **Cost-Effectiveness:** It can reduce overall public costs by decreasing the use of emergency services, such as hospitals, shelters, and law enforcement, which are often utilized at higher rates by individuals experiencing homelessness.
- **Improved Health Outcomes:** Stable housing contributes to better physical and mental health outcomes for residents, as they have a safe and consistent environment in which to address health issues and access regular care.
- **Community Integration:** Permanent supportive housing allows individuals to become integrated into their communities, fostering a sense of belonging and social connection, which are crucial for overall well-being.
- **Prevention of Recidivism:** For individuals who have experienced incarceration or cycles of homelessness, permanent supportive housing can break these cycles by providing a stable environment and support systems to prevent relapse into previous patterns.

Overall, permanent supportive housing addresses both the immediate need for shelter and the underlying factors contributing to homelessness, leading to better outcomes for individuals and communities alike.



Rural areas often lack the resources and infrastructure for providing services to persons experiencing homelessness and permanent housing. Additionally, rural areas often require unique strategies to solve challenges specific to their geography. Available funds from this NOFO may assist rural areas in the development of new PSH units for eligible individuals and families.

Indian Tribes and Tribally Designated Housing Entities (TDHEs) also lack resources and infrastructure needed to address the needs of individuals and families experiencing homelessness where a member of the household has a disability. Therefore, this NOFO provides incentives for Indian Tribes and TDHEs to apply for funds to develop units of new PSH.

Converting hotels or motels from their original use to permanent supportive housing may be more cost-effective than constructing new units. HUD's Office of Policy Development and Research (PD&R) highlighted the conversion of abandoned hotel properties to permanent supportive housing which greatly reduced the costs ([Learning From the Pandemic Response: Converting Hotels to Shelter or Housing](#)) and additional research has demonstrated that conversion of hotel or motel properties to permanent supportive housing is cost-effective. Applicants should consider whether there is an opportunity to use properties made available through the Title V Process. More information can be found at: https://www.hud.gov/program_offices/comm_planning/titlev.

The Continuum of Care (CoC) Program (24 CFR part 578) (the Rule) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states, Indian Tribes, tribally designated housing entities (as defined in section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4103) (TDHEs)), and local governments to quickly rehouse individuals and families experiencing homelessness, persons fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking, and youth experiencing homelessness while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by individuals and families experiencing homelessness; and to optimize self-sufficiency among those experiencing homelessness.

HUD has the following six goals for this competition:

1. Increase housing opportunities for people with high risk of levels of need.



2. 2. Increase the supply of permanent supportive housing units within CoC geographic areas to address individuals and families experiencing homelessness where one member of the household has a disability.
3. 3. Encourage coordination between housing providers, health care organizations, and social service providers.
4. 4. Ensure access to resources for projects to expand opportunities for new PSH units in States with populations less than 2.5 million.
5. 5. Ensure new PSH units are conveniently located near local services; e.g., walking distance, near reliable transportation services, provide access to telehealth.
6. 6. Affirmatively further fair housing by addressing barriers which perpetuate segregation, hinder access to areas of opportunity for protected class groups and concentrate affordable housing in under-resourced areas.

HUD and Program-Specific Goals and Objectives (excerpted from [CoCBuilds NOFO](#))

HUD's Strategic Plan sets the direction and focus of our programs and staff to create strong, sustainable, inclusive communities and quality, affordable homes for all. This NOFO supports [HUD's Strategic Plan for Fiscal Years \(FY\) 2022-2026](#) to accomplish HUD's mission and vision. Each of the five goals in the [Strategic Plan](#) include what HUD hopes to accomplish, the strategies to accomplish those objectives, and the indicators of success.

HUD will pursue two overarching priorities focused on increasing equity and improving customer experience across all HUD programs. Five strategic goals and several objectives undergird the Plan; however the following goals are applicable to this NOFO.

You are expected to align your application to the applicable strategic goals and objectives below. 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 your project is selected for funding, you are also expected to establish a plan to track progress related to those goals, Page 5 of 55 objectives, and measures. HUD will monitor compliance with the goals, objectives, and measures in your project.

Applicable Goals and Objectives from HUD's Strategic Plan

- **Strategic Goal 1: Support Underserved Communities**



Fortify support for underserved communities and support equitable community development for all people.

- **1B: Reduce Homelessness**

Strengthen Federal, State, Tribal, and community implementation of the Housing First approach to reducing the prevalence of homelessness, with the ultimate goal of ending homelessness.

- **Strategic Goal 2: Ensure Access to and Increase the Production of Affordable Housing**

Ensure housing demand is matched by adequate production of new homes and equitable access to housing opportunities for all people.

- **2A: Increase the Supply of Housing**

Enhance HUD's programs that increase the production and supply of housing across the country.

- **Strategic Goal 4: Advance Sustainable Communities**

Advance sustainable communities by strengthening climate resilience and energy efficiency, promoting environmental justice, and recognizing housing's role as essential to health.

- **4B: Strengthen Environmental Justice**

Reduce exposure to health risks, environmental hazards, and substandard housing, especially for low-income households and communities of color.

- **4C: Integrate Health and Housing**

Advance policies that recognize housing's role as essential to health.

The following are policy priorities specific to this NOFO:

- *Increasing Affordable Housing Supply.* The lack of affordable housing is the main driver of homelessness. This NOFO provides funding for new construction, rehabilitation, or acquisition that can increase permanent supportive housing stock in a CoC's geographic area. CoCs, applicants, and developers should partner to determine an economical way to increase permanent supportive housing supply for individuals and families 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.

- *Ensuring Access to Supportive Services and Public Services.* Providing voluntary supportive services to individuals and families experiencing homelessness, particularly for these households that also include a family member who has a disability, can ensure the households have the tools and resources needed to successfully maintain permanent housing. Applicants must ensure households that will reside in the units developed under this NOFO will have access to CoC Program supportive services as well as other public services such as easy access to local parks and recreation, post office, etc. Additionally, applicants proposing projects in rural areas are encouraged to consider the most cost-effective method for supportive services delivery (e.g., use of internet for check-ins with program participants) and access to public services.
- *Partnering with Housing, Health, and Service Agencies.* Using cost performance and outcome data, applicants should improve how all available resources are utilized to end homelessness. This is especially important as the CARES Act and American Rescue Plan have provided significant new resources to help end homelessness. HUD encourages CoCs to maximize the use of mainstream and other community-based resources when serving persons experiencing homelessness and should:
 - Work closely with public and private healthcare organizations and assist program participants who are interested in assistance with receiving primary care, housing related services, and with obtaining medical insurance to address healthcare needs. This includes developing close partnerships with public health agencies to analyze data and design approaches that reduce homelessness, improve the health of people experiencing homelessness, and prevent and address disease outbreaks, including HIV/AIDS.
 - Partner closely with PHAs and state and local housing organizations to utilize coordinated entry, develop housing units, and provide housing subsidies to people experiencing homelessness. These partnerships can also help CoC Program participants exit permanent supportive housing through Housing Choice Vouchers and other available housing options. CoCs and PHAs should especially work together to implement targeted programs such as Emergency Housing Vouchers, HUD-VASH, Mainstream Vouchers, Family



Unification Program (FUP) Vouchers, and other housing voucher programs targeted to people experiencing homelessness. CoCs should coordinate with their state and local housing agencies on the utilization of new program resources provided through the HOME Investment Partnerships - American Rescue Plan Program (HOME-ARP) that was created through the American Rescue Plan.

- Partner with local workforce development centers to improve employment opportunities.
- Work with Tribes and Tribal organizations to ensure that Tribal members can access CoC funded assistance when a CoC's geographic area borders a Tribal area.

Project Budget

Maximum Award Amount: \$7,500,000 per project based on the [Sacramento City & County CoC's Final Pro Rata Need](#).

Eligible Cost	Percentage	Maximum
Construction, acquisition, or rehabilitation of new PSH units	At least 70%	\$5,250,000
Other eligible CoC Program activities associated with the PSH project (e.g., supportive services, operating costs)	No more than 20%	\$1,500,000
Project administration	No more than 10%	\$750,000

Eligible Costs

The NOFO allows up to 20% of the award to be allocated towards supportive services, operating costs, and other CoC Program activities associated with the PSH project, with an additional 10% permitted for project administration.

- Acquisition (24 CFR 578.43)
- Rehabilitation (24 CFR 578.45)
- New Construction (24 CFR 578.47)
- Project-based rental assistance (24 CFR 578.51(e))
- Supportive Services (24 CFR 578.53);
- Operating Costs (24 CFR 578.55)



- Project administrative costs (24 CFR 578.59)

Match Requirements

No less than 25 percent of funds or in-kind contributions from other sources. 24 CFR 578.73 provides the information regarding match requirements. Project applicants that intend to use program income as a match must provide an estimate of how much program income will be used for the match.

Respondent Requirements

Applicant vs Collaborative Applicant Responsibilities

Please thoroughly review the [CoCBuilds NOFO Application Responsibilities Project Applicant vs Collaborative Applicant](#) guidance from HUD.

Minimum Qualifications

Eligibility: Nonprofit organizations, state and local governments, public housing authorities, Indian Tribes, and Tribally Designated Housing Entities are eligible to apply.

Threshold Eligibility Requirements:

- **Resolution of Civil Rights Matters** - Outstanding civil rights matters must be resolved before the application submission deadline.
- **Certification of Consistency with the Consolidated Plan** – The efforts of the application align with the Regionally Coordinated Homelessness Action Plan.
- **Advancing Racial Equity** -
 - 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.
- **Affirmative Marketing and Outreach:** 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.
- **Experience Promoting Racial Equity:** Your application must demonstrate that the applicant has the experience and/or the resources to effectively address the needs of underserved communities, particularly Black and Brown communities.
- **Affirmatively Furthering Fair Housing:** With some exceptions for Federally recognized Indian tribes and their instrumentalities, the application 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.

This funding opportunity aligns with our CoC’s strategic priorities and the [Regionally Coordinated Homelessness Action Plan](#) by providing an avenue to increase the availability of housing for individuals and families experiencing homelessness, particularly those with disabilities. Additionally, the NOFO encourages the leveraging of funds from other sources, promoting collaboration across sectors, and maximizing the impact of HUD’s investment.

Submittal Instructions

Submission

Invited Project Applicants must thoroughly review the FY 2024 CoCBuilds NOFO: Invitation to Apply Instructions for New PSH Projects.

Invited Project Applicants must also attend the Mandatory Applicant Informational Session Date on **Tuesday, September 17, 2024** at 10:00AM. Failure to attend the session will result in a rescinded invitation to apply.

Invited Project Applicants should submit a “FY 2024 CoC Builds NOFO Local Application” through Survey Monkey, no later than the close of business on **Friday, October 4, 2024**.



Please refer to the following CoC Builds Submission Checklist (a list of required forms, assurances, certifications, documents, and information) for your reference:

Document Name	Submission Requirement	Description	Responsible Party
Application for Federal Assistance (SF-424)	Required	Review section IV.B.2.a. of this NOFO for detailed application requirements	Project Applicant
Applicant and Recipient Assurances and Certifications (HUD 424-B)	Required	Review section IV.B.2.a. of this NOFO for detailed application requirements	Project Applicant
Applicant/Recipient Disclosure/Update Report (HUD 2880)	Required	Review section IV.B.2.a. of this NOFO for detailed application requirements	Project Applicant
Disclosure of Lobbying Activities (SF-LLL)	Conditionally Required	Review section IV.B.2.a. of this NOFO for detailed application requirements	Project Applicant
Certification Regarding Lobbying Activities	Required	Review section IV.B.2.a. of this NOFO for detailed application requirements	Project Applicant
Grant Application Detailed Budget Worksheet (HUD424-CBW)	Required	This form is contained within the Instruction Package.	Project Applicant
Assurances for Non-Construction Programs (SF424B)	Required	This form is contained within the Instruction Package.	Project Applicant
Assurances for Construction Programs (SF424D)	Required	This form is contained within the Instruction Package.	Project Applicant
Certification of Consistency with the Consolidated Plan	Required	This program requires a certification of Consistency with the	Collaborative Applicant

		Consolidated Plan under 24 CFR 91.2.	
Response to the Rating Factors (Section V.A.1 of the NOFO)	Required	via Word Document using each rating factor as the heading for the responses	Project Applicant
Additional Narrative: <ul style="list-style-type: none"> • Advancing Racial Equity Narrative (max 2 pages) • Affirmatively Marketing and Outreach Narrative (max 2 pages) • Affirmatively Furthering Fair Housing Narrative (max 2 pages) 	Required	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
Response to Rating Factors Estimated Score (Fillable Form in Survey Monkey)	Required	A self-rating of the Project Applicant's narrative response estimating the maximum points anticipated.	Project Applicant
Code of Conduct	Required	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.	Project Applicant
Negotiated Indirect Cost Rate Letter	If Applicable	Normal indirect cost rules under 2 CFR part 200, subpart E apply. If you intend to charge	Project Applicant



		your indirect costs to the award, your application must clearly state the rate and distribution base you intend to use.	
Signed letter from CoC Board President	Required	Letter signed by the CoC Board President or Committee stating the CoC supports the submission of the selected application.	Collaborative Applicant
Written Commitments from Healthcare Organizations, Housing Providers, and/or Social Service Providers	Required	See Page 39 of the NOFO	Project Applicant
Tribal Resolution Letter	If Applicable	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.	Project Applicant

Response to Rating Factors & Additional Narrative

Project Applicants must respond completely to the following prompts:

Scored Elements (Required):

1. **Development Experience and Leveraging: 24 Points Possible** (Max. 5 pages)
 - a. 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. **(up to 8 points)**
 - b. 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 **(up to 8 points)**
 - c. 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. **(up to 8 points)**
 - d. If there are current properties under construction or rehabilitation where CoCBuils funds could be used to obtain units, in addition to the bulleted items above, provide:
 - 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 constructing or rehabilitation;
 - v. and the number of units that will be finished using CoC Builds funds.

2. **Managing Homeless Projects: 12 Points Possible** (Max. 4 pages)
 - a. 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.

- b. Your response must include:
 - i. 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. **(Up to 8 points)**
 - ii. 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 CoCBuils funds, you must complete the Supportive Services Budget. **(Up to 3 points)**
 - iii. 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 point)**

3. Implementation Schedule: 12 Points Possible (Max. 2 pages)

- a. Complete an implementation schedule based on the proposed CoCBuils project.
- b. Based on type of capital cost requested, provide:
 - i. New Construction – date construction will begin and end, and date property will be available for move-in.
 - ii. Acquisition – date property will be acquired.
 - iii. Rehabilitation – dates rehabilitation of the property will begin and end.

- c. Provide the proposed schedule for the following activities:
 - 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 units. HUD will evaluate the implementation schedule and provide **up to 4 points** based on whether the development schedule is complete and has all necessary elements, **up to 4 points** depending on likelihood that development milestones will be met, and **up to 4 points** based on the likelihood that the project will be ready for occupancy within 36 months of award.

4. Property Maintenance: 5 Points Possible (Max. 2 pages)

- a. Demonstrate how you will ensure the property is maintained annually to prevent unnecessary costly repairs. Your description must include:
 - i. 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.
 - ii. 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.

5. Unmet Housing Need: 7 Points Possible (Max. 1 page)

- a. 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. **(Up to 7 points)**

6. Management of Rental Housing: 10 Points Possible (Max. 2 pages)

- a. 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.
- b. 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.
- c. 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.**

7. Coordinated Entry: 3 Points Possible (Max. 2 pages)

- a. 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.

8. Coordination with Housing Providers, Healthcare Organizations, and Social Service Providers: 10 Points Possible (Max. 2 pages)

- a. Demonstrate either that:
 - i. 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
- ii. 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. **(5 points)**
- b. Demonstrate through written commitment from a healthcare organization, housing provider, and/or social service provider:
- i. 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
 - ii. 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.

Acceptable forms of commitment are formal written agreements and must include:

- value of the commitment,
- and 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. **(5 points)**

9. Experience Promoting Racial Equity: 8 Points Possible (Max. 4 pages)

- a. Describe:
 - i. Experience soliciting, obtaining, and applying input from underserved groups when designing, planning, and implementing housing projects.
 - ii. Experience building community partnerships with grassroots and resident-led organizations that provide housing, health care, and supportive services.



- iii. Experience designing or operating programs that have improved racial equity, particularly among people experiencing homelessness.

10. Community Integration for Persons with Disabilities: 7 Points Possible (Max. 2 pages)

- a. 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.

11. Section 3 Requirement: 2 Points Possible (Max. 1 page)

- a. 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.

12. Policy Initiative Preference Points: Environmental Justice: 2 Bonus Points Possible (Max. 1 page)



In accordance with Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, and EO 14008, HUD will award up to two (2) points for applications proposing activities that advance Environmental Justice (as defined in Section I.A.4 of this NOFO).

For the purposes of this HUD program, 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):

- Reducing or mitigating exposure to environmental and health hazards (e.g. industrial facilities, EPA superfund sites, brownfields and legacy pollution, heat islands).
- Improving protection from and resilience to environmental harms (e.g. fire-resistant materials, floodproofing).
- Expanding environmental benefits (e.g. clean air and water, public transportation, bike and walking paths, clean energy, green technology, biodiversity).
- Overcoming prior disinvestment in environmental infrastructure (e.g. 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.

Non-Scored Elements (Required)



13. Advancing Racial Equity (max 2 pages)

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 application 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.

Note that any actions taken in furtherance of this section must be consistent with Federal nondiscrimination requirements.

This narrative is required and must address the four bullets outlined in the paragraph above. Applicants will submit this narrative according to the instructions in Section IV.B. 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.

All Applicants (except for Tribes and TDHEs): This narrative is required and must address the four bullets outlined in the paragraph above. Applicants will submit this narrative according to the instructions in Section IV.B. 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.



Tribes and TDHEs only: Due to your specific focus on serving tribal communities, all grant activities will benefit underserved communities as defined in this NOFO, including Native Americans and Black and Brown people and communities. If you believe there are potential barriers to historically underserved communities equitably benefiting from proposed grant activities, submit a narrative identifying those barriers, detailing steps to prevent, reduce, or eliminate those barriers, and explaining how you will measure, track progress, and evaluate the effectiveness of efforts to overcome those barriers.

14. **Affirmatively Marketing and Outreach Narrative** (max 2 pages)

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. Applicants will submit this narrative according to the instructions in Section IV.B. 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.



All Applicants (except Tribes and TDHEs): This narrative is required and must address the issues outlined in the paragraph above. Applicants will submit this narrative according to the instructions in Section IV.B. 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.

Tribes and TDHEs only: Tribes and TDHEs should describe any outreach or marketing to eligible Tribal members who would be unlikely or least likely to be aware of the benefits of this NOFO absent such efforts. This may include affirmative marketing or outreach to Tribal members such as, individuals with disabilities and/or families with children. Applicants will submit this narrative according to the instructions in Section IV.B. 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.

15. Affirmatively Furthering Fair Housing Narrative (max 2 pages)

With some exceptions for Federally recognized Indian tribes and their instrumentalities, the application 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.

All Applicants (except Tribes and TDHEs): See 24 CFR 578.93(c) for specific Affirmatively Furthering Fair Housing requirements that apply to the CoC program and provide a written narrative addressing how the proposed project will adhere to this requirement. Applicants will submit this narrative according to the instructions in Section IV.B. This narrative will be evaluated for sufficiency. 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.

Tribes and TDHEs only: Tribes and TDHEs are not required to submit a written narrative related to Affirmatively Furthering Fair Housing.

Format & Form

Narratives and other attachments to your application must follow the following format guidelines. 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.



Submission Portal

All applicants are required to submit an application through Survey Monkey at the following link: <https://www.surveymonkey.com/r/CoCBuildsCA503>

Application Sections in Survey Monkey

1. Organization Information (Fillable form in Survey Monkey)
2. Subrecipient Information (Fillable form in Survey Monkey)
3. Response to Rating Factors & Additional Narratives (Upload to Survey Monkey)
4. Response to Rating Factors Estimated Score (Fillable Form in Survey Monkey)
5. Uploads of all Required Forms, Assurances, Certifications, and Documents (Upload to Survey Monkey)

Due Dates

- **Invitation Release Date:** Monday, September 9, 2024
- **Mandatory Applicant Informational Session Date:** Tuesday, September 17, 2024 at 10:00AM
- **Local Application Due Date:** Friday, October 4, 2024
- **Consolidated Application Due to HUD:** Thursday, November 21, 2024

Selection and Award Process

Scoring Criteria

The Rating Factors for the CoCBuilds NOFO have been set by HUD on Page 35 of the [CoCBuilds NOFO](#).

Please note: Only applications with estimated score of 60 points or more will be reviewed by the Review & Rank Panel.

Review & Rank Process

The Sacramento City & County CoC's [Review & Rank Policies](#) will be adapted as applicable to the CoC Builds NOFO.

The following are key dates for the Review & Rank Panel selection and review process:



- Tuesday, September 10, 2024 to Tuesday, September 17, 2024 - **Recruit Review & Rank Panel for CoC Builds NOFO**
 - Action: Announce Review & Rank selection process and request Interest Forms.
- Friday, September 20, 2024 – **Announce Review & Rank Panel to the CoC**
 - Action: Send email announcement with selected Review & Rank Panel Members and call for concerns of conflicts of interest.
- Tuesday, September 24, 2024 - **Review & Rank Panel Training**
 - Action: Train Panelists on the Rank & Review process as informed by the CoC Builds NOFO.
- Wednesday, October 9 – Wednesday, October 16, 2024 – **Review & Rank Panel Independent Review**
 - Action: Review & Rank Panel independently reviews and scores submissions.
- Thursday, October 17, 2024 & Friday, October 18, 2024: **In-Person Review & Rank Panel**
 - Action: Conduct the Rank & Review process as informed by the NOFO.

Post-Selection Process

The final project selection will be required to submit a consolidated application in partnership with Sacramento Steps Forward as the Lead Applicant of the CoC. We anticipate that from Monday, November 4, 2024 to Friday November 8, 2024, SSF Staff will review the final application for submission, including completeness, accuracy, and content. The final grant submission will be completed through [Grants.gov](https://www.grants.gov) by Thursday, November 21, 2024.