Housing First Solano Continuum of Care/ Community Action Partnership Solano Joint Powers Authority

HUD Continuum of Care
CoC Builds Local Competition

Released:
September 12, 2024

Local Competition Applications due:
September 30, 2024

A. OVERVIEW

The Continuum of Care (CoC) Program is a federal initiative that provides funding to support community efforts to end homelessness. On July 22, 2024, the U.S. Department of Housing and Urban Development (HUD) released the Notice of Funding Opportunity (NOFO) for the CoC Builds funding competition. The CoC Builds NOFO supports the creation of new units of permanent supportive housing (PSH) by providing capital funding for construction, acquisition, rehabilitation or conversion of PSH.

The Vallejo/Solano CoC is eligible to compete for up to $5 million in CoC Builds funding for one project. As the Collaborative Applicant for the Vallejo/Solano CoC, the Community Action Partnership Solano Joint Powers Authority (CAP Solano JPA) is responsible for selecting the project that the Vallejo/Solano CoC will submit to HUD for the national competition. This RFP invites proposals for a local competition that will be used to select the CoC Builds project application that will be submitted to HUD.

Potential applicants should carefully review the information in this RFP and the HUD CoC Builds Notice of Funding Opportunity (HUD NOFO) before deciding whether to submit an application for the local competition.

Timeline/Key Dates

9/30/24 5pm PST	Deadline for applications to the local competition to merichards@solanocounty.com
10/9/24	Applicants are notified if their application is selected for submission to HUD
11/7/24	Selected applicant (1) submits the HUD CoC Builds application to the CAP Solano JPA staff for review
11/15/24	Selected applicant completes any requested edits to the HUD CoC Builds application
11/19/24	CAP Solano JPA submits the CoC Builds application to HUD

Competition Coordinator:
Megan Richards, CAP Solano JPA staff
merichards@solanocounty.com

B. FUNDING OPPORTUNITY GUIDELINES

Projects must adhere to the detailed guidelines provided in the HUD CoC Builds NOFO and summarized below.

Eligible Applicants
Eligible project applicants include legally incorporated nonprofit organizations, public housing authorities, Indian Tribes and Tribally Designated Housing Entities, other government entities, and faith-based organizations. For-profit entities and individuals are not eligible. Project applicants must

demonstrate the financial and management capacity and expertise to implement the project and administer HUD funds in alignment with federal requirements.

See pages 16-19 of the HUD NOFO for more information on eligible applicants.

Project applications may include one or more subrecipients that will contribute toward the goals of the project. Subrecipients must also meet the criteria for eligible project applicants.

HUD will only accept CoC Builds project applications from CoC Collaborative Applicants. As the Collaborative Applicant of the Housing First Solano (Vallejo/Solano) CoC, CAP Solano JPA will submit the application to HUD on behalf of the applicant organization.

Eligible Projects
Eligible projects must provide new units of PSH through construction, acquisition, rehabilitation or conversion. PSH is permanent housing in which supportive services are provided to assist households with disabilities who are experiencing homelessness to live independently.

Project participants must meet HUD's definition of homelessness and must be individuals with disabilities or families in which one adult or child has a disability.

Projects must be located in Solano County.

Funding
Applicants may request up to $5,000,000 in HUD funding for one project.
▪ At least 70% of the requested HUD funding must be for capital costs for new construction, acquisition, rehabilitation or conversion of PSH units.
▪ Up to 20% of the requested HUD funding may be for CoC Program eligible costs for supportive services, operating costs or project-based rental assistance.
▪ Up to 10% of the requested HUD funding may be for administrative costs.

See pages 34-35 of the HUD NOFO for more information on eligible costs within each of these categories.

All awards for capital funds are one-time awards. Awards for non-capital costs may be eligible for renewal in HUD's CoC Program Competition.

Grant Terms
Grant terms may be two, three, four or five years.

Projects selected for conditional award must be able to:
• Provide proof of site control prior to execution of the grant agreement.
• Execute the grant agreement with HUD no later than September 1, 2025.
• Have a completed environmental review before awarded funds can be drawn for project activities.
• Meet the timeliness standards outlined in 24 CFR 578.85 for new construction or rehabilitation activities.

CoC Program Requirements

- Projects must use a Housing First approach, including no preconditions or barriers to entry and provision of necessary supports to maintain housing and prevent a return to homelessness.
- Projects are required to use the Housing First Solano Coordinated Entry system (Resource Connect Solano) to refer and place households into the PSH units based on the prioritization criteria.
- Projects are required to enter all participant data into the Homeless Management Information System (or a comparable database for domestic violence providers).
- Projects must demonstrate cash or in-kind match of at least 25% of requested HUD funds. All costs paid for with matching funds must be activities that are eligible under the CoC Program. Matching funds may be from public or private sources.
- Project applicants must be in good standing with HUD, including no outstanding delinquent federal debts, no debarments or suspensions, and no unresolved civil rights matters.
- In evaluating applications for funding, HUD will consider an applicant's past performance with previous federal funding, including timely use of funds, timely submission and quality of reports, meeting program requirements, and meeting performance targets.

C. APPLICATION PROCESS

This process solicits proposals for the local competition which will be used to select the project that will be submitted to HUD as the Vallejo/Solano CoC's entry in the national competition. Applications to HUD for the national competition must be completed by the organization requesting funds but must be submitted by the CoC's Collaborative Applicant, the CAP Solano JPA.

Application Requirements

1. **Local competition application:** Applicants to the local competition must complete and submit the local competition application (Attachment A) by September 30, 2024 at 5:00 p.m.

   Applications will be scored by a review committee based on the evaluation criteria below. The highest-scoring proposal will be selected for submission to HUD. Applicants will be notified of the results of the local competition by October 9, 2024.

2. **HUD application:** The applicant selected in the local competition will be responsible for developing a proposal in response to HUD's requirements and compiling all application materials required by HUD. This includes:
   a) Up to 25 pages of narrative in response to the questions on pages 35-40 of the HUD NOFO
   b) Up to 6 pages of narrative in response to the questions on pages 22-24 of the HUD NOFO
   c) A budget using HUD's budget template
   d) 8 federal forms

   The CAP Solano JPA staff will review the application and may require the applicant to make edits. The HUD application for the selected applicant who is moving on in the process is due to CAP Solano JPA staff by November 7, 2024 and any requested edits must be completed by November 15, 2024.

CAP Solano JPA staff will be responsible for uploading and submitting the completed and finalized application materials to HUD in grants.gov.

D. EVALUATION CRITERIA

Threshold Review

CAP Solano JPA staff will review all local competition applications to ensure they meet the following minimum threshold criteria. Projects that do not meet these criteria will not move forward in the selection process:

Rating factor	Requirement
Applicant eligibility	Applicant and sub-recipients meet applicant eligibility requirements described in Section B.
Project eligibility	Proposed project meets project eligibility requirements described in Section B.
Funding	Proposed budget aligns with the funding guidelines described in Section B.
CoC Program requirements	Applicant confirms that the project will meet all CoC Program requirements described in Section B.
HUD application requirements	Applicant confirms that it has the capacity and availability to complete the HUD application requirements described in Section C.

Evaluation Committee Scoring

Applications that pass the threshold review will be scored by an evaluation committee based on the following rubric. The rating factors, criteria and point assignments in the rubric reflect HUD's priorities for the CoC Builds competition with the goal of selecting the application that will be most competitive in the national competition:

Rating Factor	Points	Criteria
Development experience and leveraging	24	Applicant, developer, and relevant subrecipients have the following: experience with at least four other projects that have a similar scope and scale as the proposed project; experience leveraging resources substantially similar to the funds being proposed in the current project; and other resources are dedicated to the proposed project.
Operating experience	12	Applicant and applicable subrecipients have experience operating and providing supportive services for individuals and families experiencing homelessness where one member of the household has a disability.
Implementation schedule	12	The proposed implementation schedule is complete and provides a realistic plan for achieving occupancy within 36 months of award.
Property maintenance	5	There is an annual maintenance plan to prevention unnecessary costly repairs

Unmet housing need	7	Population that will be served by the project and the level of unmet need for new units of permanent supportive housing for that population is adequately described.
Management of rental housing	10	Experience managing at least four times the number of properties and units as in the proposed project and demonstrate the ability to effectively maintain the property.
Coordinated entry	3	How the project will use the CoC's coordinated entry process to refer individuals and families experiencing homelessness in the new PSH units.
Coordination with housing providers, healthcare organizations and service providers	10	The project leverages either (a) non-CoC funded services through coordination with housing providers, healthcare organizations or service providers with a value equivalent to provide at least 50% of the amount being requested; or (b) non-CoC funded housing subsidies for at least 25% of the units.
Experience promoting racial equity	8	Applicant and relevant subrecipients have experience engaging underserved groups to provide input, building partnerships with grassroots and resident-led organizations, and designing or operating programs that have improved racial equity.
Community integration for persons with disabilities	7	The project will support participants to fully participate in the community, and the PSH units will ensure participants are integrated into the community.
Section 3 Requirement	2	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 are described.
Total Points Possible	100	

E. ADDITIONAL INFORMATION

For additional information about the HUD CoC Builds funding competition:

▪ CoC Builds website: https://www.hud.gov/program_offices/comm_planning/coc/cocbuilds

▪ Frequently asked questions:
https://www.hud.gov/sites/dfiles/CPD/documents/CoCBuilds_FAQs.pdf

Attachment A
Vallejo/Solano CoC Builds Local Competition Application

Applicants must complete and submit an application form answering questions 1-9 and providing a 5-page narrative with responses to the questions in headers A-K by September 30, 2024 at 5:00 p.m. to merichards@solanocounty.com be considered for the Vallejo/Solano CoC Builds local competition. Late applications will not be accepted.

1. Applicant organization:

2. Project name:

3. Name, email address and phone number for the authorized project representative submitting the application.

4. Name, email address and phone number and contact information for the project representative who will be the primary contact during the application process (if different than above).

5. Applicant organization type (select one of the following):
   ☐ Legally incorporated nonprofit organization with documentation of 501(c)(3) status
   ☐ State or local government
   ☐ Indian Tribe or Tribally Designated Housing Entity
   ☐ Public housing authority
   ☐ Other government entity
   ☐ Faith-based organization
   ☐ Other (please specify)

6. Subrecipient organizations: (For all subrecipients, list the name of the subrecipient and the organization type based on the list in the previous question.)

7. Provide a one-page overview of the project including the following:
   proposed site
   • Type of capital development (e.g. new construction, rehab, etc.)
   • Number and size of units
   • Target population
   • Supportive services that will be provided
   • Role of applicant organization and any subrecipients

8. List the requested HUD funding amounts and match amount by budget category. If a category is not applicable, enter NA.

	CoC Build/HUD request	Matching Funds	Total
Capital Costs			
Supportive Services			
Operating Costs			
Project-based Rental			

Assistance			
Administrative Costs			
Total Budget			

9. Confirm that the application meets each of the following threshold requirements:
   - ☐ Project is located in Solano County, California.
   - ☐ Project will provide new units of PSH through construction, acquisition, rehabilitation or conversion.
   - ☐ Project will use a Housing First approach, including no preconditions or barriers to entry and provision of necessary supports to maintain housing and prevent a return to homelessness.
   - ☐ Project will use the Coordinated Entry system to refer and place households into the PSH units.
   - ☐ Project will enter all participant data into the Homeless Management Information System.
   - ☐ Project budget includes cash or in-kind match of at least 25% of requested HUD funds.
   - ☐ Project applicant is in good standing with HUD, including no outstanding delinquent federal debts, no debarments or suspensions, and no unresolved civil rights matters.
   - ☐ Project applicant's past performance with previous federal funding includes timely use of funds, timely submission and quality of reports, meeting program requirements, and meeting performance targets. (The box can also be checked if applicant has no previous experience with federal funding.)
   - ☐ If the project is selected for submission to HUD, the applicant will be able to develop all required application materials (including 30 pages of narrative, a budget using HUD's template, and required federal forms) by November 7, 2024.

Provide a narrative no longer that 5 pages total, single-spaced 12 point font, addressing the following questions. Ensure each section is labeled by heading A-K.
   A. **Development Experience and Leveraging:** Describe how the applicant, developer, and relevant subrecipients have the following: experience with at least four other projects that have a similar scope and scale as the proposed project; experience leveraging resources substantially similar to the funds being proposed in the current project; and other resources are dedicated to the proposed project.
   B. **Operating Experience:** Describe the experience of the applicant and applicable subrecipients have experience operating and providing supportive services for individuals and families experiencing homelessness where one member of the household has a disability.
   C. **Implementation schedule:** Provide an implementation schedule that identifies at a minimum key dates of: site control, environmental review completion, start and completion dates for capital project, certification of occupancy, and lease-up start. Describe how the applicant intends to ensure the schedule is met.
   D. **Property Maintenance:** Provide an annual maintenance plan to prevention unnecessary costly repairs.
   E. **Unmet Housing Need:** Describe the population that will be served by the project and the level of unmet need for new units of permanent supportive housing for that population.
   F. **Management of rental housing:** Describe the applicants and any subrecipients' experience managing properties and units similar to the proposed project.
   G. **Coordinated Entry:** Describe how the project will use the CoC's coordinated entry process to refer individuals and families experiencing homelessness in the new PSH units.

H. **Coordination with housing providers, healthcare organizations and service providers:** Identify if project with leverage either (a) non-CoC funded services through coordination with housing providers, healthcare organizations or service providers with a value equivalent to provide at least 50% of the amount being requested; or (b) non-CoC funded housing subsidies for at least 25% of the units.

I. **Experience promoting racial equity:** Describe the experience the applicant and relevant subrecipients have experience engaging underserved groups to provide input, building partnerships with grassroots and resident-led organizations, and designing or operating programs that have improved racial equity.

J. **Community integration for persons with disabilities:** Describe how the project will support participants to fully participate in the community, and the PSH units will ensure participants are integrated into the community.

K. **Section 3 Requirement:** Describe 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 are described.