

Invitation to Submit Letters of Intent to Apply for HUD CoC Builds Funding

The Three County Continuum of Care (CoC) and Community Action Pioneer Valley (CAPV), the Collaborative Applicant for the Three County CoC, invite eligible applicants to submit Letters of Intent to apply for HUD CoCBUILDS funding. **To be considered, a Letter of Intent must be received by 5:00 p.m. on October 9, 2024.** A Letter of Intent does not bind a potential applicant but informs the Three County CoC as to the degree of interest.

Important Dates:

Deadline to submit Letter of Intent to CAPV	October 9, 2024, by 5:00 p.m.
Notification of decisions to all applicants	October 18, 2024
Deadline to submit completed application with all attachments to CAPV	November 18, 2024, by noon
Deadline for CAPV to submit application in Grants.Gov	November 21, 2024

The CoCBUILDS program will provide a **one-time** grant of up to \$5 million to a housing project in the Three County region that will create new permanent supportive housing (PSH) units to serve people experiencing homelessness. Funding can cover the costs of acquiring the building/site, rehabilitation, or new construction of permanent supportive housing. The minimum award amount is \$1 million.

All residents must meet HUD eligibility requirements for permanent supportive housing including meeting HUD's homelessness and disability definitions. All prospective residents must be referred through the CoC's Coordinated Entry system. Eighty percent of the CoCBUILDS funds must be for capital purposes (acquisition, rehabilitation, new construction); the remaining 20 percent can be for other CoC-eligible costs including rental assistance, operating costs, and/or supportive services. No more than 10% can be for administrative costs. HUD requires a 25% match requirement as described in 24 CFR 578.73 (grant funds, except for leasing funds, must be matched with no less than 25 percent of funds or in-kind contributions from other sources).

CoCBUILDS funding will be extremely competitive with only about 25 grants expected to be awarded nationally. HUD will only review CoCBUILDS project applications submitted by the CoC-designated Collaborative Applicant – Community Action Pioneer Valley. Each CoC may only submit one CoCBUILDS application. **The Three County CoC and CAPV reserve the right to not submit an application if we do not believe the project will be competitive.**

The Three County CoC urges all potential applicants to review the full Notification of Funding Opportunity found here: https://www.hud.gov/program_offices/comm_planning/coc/cocbuilds. Because this funding will be so highly competitive, prospective applicants must review the rating factors/points shown in the NOFO. HUD is seeking specific experience in terms of developing projects, leveraging resources, managing projects serving people who have experienced homelessness, maintaining properties, and maintaining a development schedule. Applicants who do not have the specific experience sought by HUD in this NOFO are discouraged from applying.



HUD has the following six goals for this competition:

1. Increase housing opportunities for people with high risk of levels of need
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. Encourage coordination between housing providers, health care organizations, and social service providers
4. Ensure access to resources for projects to expand opportunities for new PSH units in States with populations less than 2.5 million
5. Ensure new PSH units are conveniently located near local services; e.g. walking distance, near reliable transportation services, provide access to telehealth
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

Eligible applicants

Applicants must be non-profit organizations, State governments, Local governments, instrumentalities of state and local governments, Indian Tribes, and Tribally Designated Housing Entities, defined in section 4 of the Native American Housing Assistance and Self-Determination Act of 1966 (25 U.S.C. 4103) and Public Housing Agencies defined in 24 CFR 5.100.

Prospective applicants must meet the Minimum Threshold Criteria to receive HUD Funding:

- Project must operate within the Three County CoC geographic region
- The proposed project meets HUD's HUD eligibility requirements for permanent supportive housing including meeting HUD's homelessness and disability definitions
- The proposed costs are eligible under the CoCBuils NOFO
- Project applicants must demonstrate the financial management capacity and organizational experience to carry out the project and administer Federal funds
- Projects must be able to adhere to HUD's 25% match requirement as defined in 24 CFR 578.73 (grant funds, except for leasing funds, must be matched with no less than 25 percent of funds or in-kind contributions from other sources)
- Applicants must have a SAM.gov registration and valid UEI
- Applicants must not have any outstanding delinquent federal debt or be under debarment or suspension from doing business with the Federal Government and/or on the Federal do not pay list
- Applicants must have Code of Conduct policies that are compliant with 2 CFR Part 200 and submitted to HUD



- Applicants must comply with the prohibition against lobbying Section 1352, Title 31, U.S. Code
- Applicants must not have unresolved Fair Housing or Civil Rights matters by the application submission deadline

Content of Letter of Intent

1. Proposed project

- Identify the site for the proposed project.
- Indicate the number of proposed units.
- Indicate if the project will serve 100% PSH-eligible clients or if it will be a mixed development providing permanent supportive housing, affordable housing, and other uses.
- Indicate total projected costs to acquire, renovate, or build the proposed project.
- Specify any other funding committed to the development, operations, or services for the proposed project.
- Provide a timeline for the development with HUD CoC Builds funding expected to be available on 9/1/25.
- Identify any partnering organizations in the development, management, or service provision.

2. Describe how the project addresses HUD's goals for the competition (I.A of the NOFO)

3. Address HUD's Factors for Award – please see the rating factors starting on Page 35 of the CoC Builds NOFO. Please address each factor briefly:

- Development experience and leveraging.
 - Indicate 4 similar projects completed by your organization.
 - Indicate 3 instances in which the organization has leveraged resources similar to that in the proposed project.
- Managing homeless projects
 - Show experience managing at least 4 similar projects.
 - Describe the type and frequency of supportive services that will be available
 - Describe the methods of transportation that will be available for program participants.
- Implementation schedule
 - Describe the implementation schedule for the project including whether the project will be ready for occupancy within 36 months of award.
- Property Maintenance
 - Describe how the property will be maintained annually and how needed repairs will be conducted. Describe how the project will cover replacement costs.
- 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 in your area.
- Management of rental housing
 - Describe the rental housing projects that your organization has managed. If



you will partner with another organization to manage the property, provide their information.

- ii. Describe the number of grants for affordable housing awarded over the last three years, and the type of financing and subsidy.
 - g. Coordinated Entry
 - i. Demonstrate how the project will use the CoC's Coordinated Entry process.
 - h. Coordination with housing providers, healthcare organizations and social services providers.
 - i. Demonstrate 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
 - 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.
 - i. Experience Promoting Racial Equity
 - i. Describe your experience applying input from underserved groups when designing, planning and implementing housing projects.
 - j. Community Integration for Persons with Disabilities
 - i. Demonstrate how the permanent supportive housing units will ensure non-segregation of individuals and families experiencing homelessness where at least one household member has a disability.
 - k. Section 3 Requirement
 - i. Describe the actions that will be taken by project applicants to comply with Section 3 of the Housing and Urban Development Act of 1968 to provide employment and training opportunities for low- and very-low-income persons.
4. If your project is selected for inclusion, your agency will be responsible for compiling and submitting all application materials required by HUD, including all narratives, forms, and required attachments to the Three County CoC. Describe your agency's capacity to complete the full application, if selected to continue. Describe your experience writing HUD grant applications and who specifically in your organization will complete the application.
5. Please describe how this project will adhere to HUD's 25% match requirement and identify the source(s) of match.

Please keep responses as concise as possible while providing the required information. Responses should not exceed 10 pages. **Please submit your response no later than 5:00 p.m. on October 9, 2024.**

Responses should be sent to Janna Tetreault, Associate Director of Programs, Community Action Pioneer Valley via email at jtetreault@communityaction.us. Late submissions will not be considered.



Next Steps

Letters of Intent will be reviewed by Three County CoC staff and forwarded to the Three County CoC Ranking and Evaluation Committee. If there are questions regarding an applicant's ability to meet the Minimum Threshold Criteria, CoC staff will contact the project before forwarding the Letter of Intent to the Ranking and Evaluation Committee.

Applicants will be notified of decisions by October 18, 2024, regarding whether a project is selected for inclusion in the Three County CoC's application for the FY2024 CoC Builds Competition. This is a highly competitive application and **the Three County CoC and CAPV reserve the right to not submit an application if we do not believe the project will be competitive.**

If your project is selected for inclusion, your agency will be responsible for compiling and submitting all application materials required by HUD, including all narratives, forms, and required attachments to the Three County CoC. See application materials in [grant.gov](https://www.grants.gov). Please note that this is not an e-snaps-based application. All application materials must be completed by the applicant organization and submitted to the Three County CoC by noon on November 18, 2024. Note that the application narrative is approximately 25 pages long and requires the completion of at least 8 HUD forms.

The Three County CoC will review the application and may require that the applicant make changes in a very short turnaround period. HUD requires that CoCs approve and submit the final application.

The Three County CoC will submit the final project application to HUD through [grants.gov](https://www.grants.gov). by the deadline of November 21, 2024.

Questions

For questions regarding this process, please contact Janna Tetreault, Associate Director of Programs at Community Action Pioneer Valley at jtetreault@communityaction.us.

We strongly encourage prospective applicants to thoroughly review the documentation on [HUD's CoCBuils webpage](#).

